

Resources For and Duties of the Department of Dance Graduate Program Coordinator (GPC) and Graduate Program Advisor (GPA)

(updated March 18, 2022)

Resources:

[Memo 4: The Graduate Program Coordinator and the Graduate Program Advisor | UW Graduate School](#)

[GPA/GPC Resources | UW Graduate School](#)

Overview of the GPC-GPA partnership:

<i>Faculty Expert (GPC)</i> Admission: Set Standards/Criteria and Conduct Assessment Funding & Awards: Set Standards/Criteria and Conduct Assessment Curricular Policy and Requirements (including exceptions) Professional/Academic Mentoring for Students Recommendations/Nominations for Student Awards (selection and/or generating content)	<i>Staff/Administrative Expert (GPA)</i> Documentation and Dissemination of Dept Policy Interpreting Institutional Policies & Procedures Advise & Counsel GPC & Grad Faculty (can include data collection/analysis) Tracking and Managing Admissions Review Processes (both department policies and univ. policies) Academic Documentation, Degree Audits, & Degree "Recommendation" Resource "connector" for both students and faculty Frontline Student Advising: Registration, Paperwork, Deadlines, etc. Recommendations/Nominations for Student Awards (support material collation and submission)
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More Specific Duties in the Department of Dance

GPC	GPA
Serve as primary liaison between Dance Graduate Faculty and the graduate students Mentoring of Graduate Students -Provide professional development advice and guidance Graduate Admissions Cycle -Recruit new graduate students along with Dance faculty as a whole, depending on areas of interest -Talk through graduate program (goals of program, curriculum, etc.) during admission interview visits; also an aspect of recruitment; usually a one-hour appointment with each interviewing applicant	Serve as primary administrative liaison with the Graduate School Advising of Graduate Students -Help navigate university system including forms and student experience -Help register for appropriate courses and stay on track to graduate Graduate Admissions Cycle -Field inquiries from prospective students; if needed pass on inquiries to the GPC for faculty expertise perspective -Manage graduate student applications; let faculty know when applications are ready to view -Coordinate logistics of interview visits for top applicants that the faculty want to invite as part of admission process; includes scheduling time to meet with faculty, staff, and current grad students, and gathering post-visit feedback; can work with Administrator and Operations Coordinator as well

Funding/Awards

- Coordinate discussions with the Dance Graduate Faculty to determine funding awards
- Communicate those decisions to the Chair, Administrator or GPA as appropriate

Onboarding New Graduate Students

- Generate content for the new student orientation
- Help decide which faculty/staff are doing what parts of the orientation

Teaching Assignments

- Work with the the Dance graduate faculty to determine graduate student teaching assignments; communicate assignments to the Chair

- Communicate admissions decisions to the Graduate School via MyGrad

- Communicate admissions decisions to graduate student applicants, managed via MyGrad

Funding/Awards

- Assist Administrator as needed in the preparation and sending of funding offer letters

Onboarding New Graduate Students

- Maintain the Graduate Student Handbook; own the document file, make sure it is clean, current, links still work, etc.; checks with GPC to see if still current; asks for content from faculty if needed

- Organize orientation for incoming graduate students (scheduling, rooms, etc.)

Graduate Student Progress -Organize an annual meeting with the Dance Graduate Faculty and the GPA to talk about grad student progress (use a Thursday planning meeting time in Winter Quarter; can coordinate with the department chair) Managing Concerns -Be a point person if faculty have concerns about a student's academic/professional development/succeeding as a student and feel that cannot talk directly with the student or have already tried talking directly with the student -GPC can check in with the student and/or talk to the chair, who might also check in with the student *If the concerns are related to their TA/GSA duties, concerned parties should go to the department chair, who is their employee supervisor	Graduate Student Progress/Graduation Preparation -Conduct degree audits, often involves making exceptions and waiving certain requirements; if requests for substitutions, faculty need to approve -Take care of graduation paperwork Managing Concerns -GPA can step in for concerns/struggles with the policy side, or if need to refer students to resources outside the department
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***Graduate Student HR and Payroll are Dance Administrator duties, and include:

- preparation of TA/GSA appointment letters, which are sent on behalf of the chair
- preparation and sending of offers of funding letters to graduate students, with help of GPA