



Graduate Program/Plan Roles and Definitions

Overview

The governance structure supporting graduate programs at UNLV has largely relied on one graduate coordinator to supervise all of the degrees offered in each department. With the growth in the number of degrees, certificates, and microcredentials offered as well as overall enrollment growth, many departments have found it necessary to distribute the workload to either multiple graduate coordinators or some type of plan coordinator.

The purpose of this proposal is to codify the roles and requirements for these additional coordinators.

Relevant Terminology:

- Program: MyUNLV Department/School
- Plan: Degree or Certificate or Credit-bearing Microcredential in a Program
- Sub-Plan: Track or Concentration within a Plan
- Coordinator: Graduate Faculty Member
- Administrator: Administrative Faculty
- Support Staff: Classified or Administrative Faculty
- Graduate Program Leadership: Graduate Faculty who serve on department committees that support graduate education

Status:

1. Every department will identify at least one graduate coordinator; if there are multiple graduate coordinators each should be responsible for one or more plans.
2. Every degree and certificate/credit-bearing microcredential will have a designated coordinator who is responsible for all graduate coordinator responsibilities per the Graduate College bylaws and department/school bylaws.
3. Every department and/or program may choose to have a plan administrator.
4. Each department should identify at least one Graduate Plan Support Staff.
5. Each department should have additional graduate program leaders (from among the graduate faculty) to work with the graduate coordinator(s) on graduate recruitment, admissions, funding, mentorship, etc.

Role	Definition	Position Requirements	Representation & Annual Allocation Info.
Graduate Coordinator: Will get a generic email for DocuSign, recruitment, etc. Will also be assigned a free Salesforce/Grad Rebel Gateway account + up to 2 additional accounts per department (and 1 per College). The Graduate Coordinator(s) may decide to give their department accounts to a plan admin or support staff.	Faculty member who coordinates one or more degree plans or certificates/credit-bearing microcredential.	Associate or Full Professor with graduate faculty status in the academic unit where plan/certificate/microcredential resides.	Will serve as the plan representative to the Graduate Council. Annual allocation distributed on a sliding scale based on plan enrollment and graduation numbers/rates.
Plan Administrator: May be delegated access to and/or authority for managing the generic email for DocuSign, recruitment, etc. May also be delegated access to and management of Salesforce/Grad Rebel Gateway.	Administrative Faculty who assist in the coordination of degree programs	Administrative faculty	Encouraged to attend Graduate Council in ex-officio role. Encouraged to attend Graduate College trainings and workshops, as relevant. No Graduate College annual allocation.
Graduate Plan(s) Support Staff: May be delegated access to and/or authority for managing the generic email for DocuSign, recruitment, etc. May also be delegated access to and management of Salesforce/Grad Rebel Gateway.	Administrative staff supporting graduate program and/or plan(s)	Classified or administrative faculty	Encouraged to attend Graduate College trainings and workshops, as relevant. No Graduate College annual allocation.

Graduate Program Leadership: May be delegated access to and management of Salesforce/Grad Rebel Gateway.	Department-specific roles such as admissions coordinator, sub-plan coordinator, etc.	Graduate faculty	Encouraged to serve on Graduate College committees. Encouraged to attend Graduate College trainings and workshops, as relevant. No Graduate College Annual Allocation.
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