Department of Communication Studies
Graduate Coordinator
Updated May 19, 2015

Term: The Department Graduate Coordinator shall hold the position for a three-year term limit. This position is renewable for additional consecutive terms.

Responsibilities:

General

1. Maintain grad student database.
2. Monitor students' progress, those on probation, dismissals.
3. Distribute and collect all necessary assessment documents.
4. Ensure the annual assessment report is submitted on time when it is requested by Graduate Studies.
5. Determine eligibility for commencement participation (work with Grad Studies Office and student chairs).
6. Attend grad coordinators meetings.
7. Respond to all inquiries regarding the program.
8. File all graduate related documents.
9. Distribute and collect all the forms and paperwork related to the program.
10. Read all internship reports and evaluations except for the shadowing internships (COMM 697B). Assess grades.
11. Approve grad committees, plans of study, and other forms required in the program.
12. Advise conditionally classified and classified students, or any students who are temporarily without committee chairs.
13. Approve students who need to register for independent study, internship, comps, thesis or project.
14. Schedule courses two years out each fall.
15. Call and chair department graduate committee meetings.
16. Collect and file all approved thesis and project prospectuses.

Comps (fall and spring only)

1. Collect comp questions from students' chairs in week 5.
2. Read through them, format them, and clarify, with chair, if necessary.
3. Coordinate exams with students, set up a room with computers, etc.
4. Proctor exams usually in week 8.
5. Distribute exams, criteria, and scoring sheet to appropriate committee members.
6. Gather defense information from committee chairs and email the faculty and graduate students announcing defenses (for comps, projects and theses) with date, time, place and title (if appropriate).

Applicant Files

1. Maintain application database and files.

2. Work with grad committee to select admittance for fall term (complete all necessary paperwork and send notification letters).
3. Maintain application files.

TA selection for the next AY

1. Work with TA Coordinator on TA selection for the next academic year.
2. Email current and admitted graduate students announcing TA applications deadline.
3. Email (twice—end of Fall & mid Winter quarters) all current and admitted graduate students with detailed information on the shadowing program reminding them of the timeline of application.

Nomination Process:

When a three-year term is coming to an end, the department chair will make an email call to the tenure track communication faculty during the first week of the winter quarter announcing the impending opening. Faculty can nominate other faculty, or self nominate. If someone is nominated by another faculty, verify that person accepts the nomination. Only tenure or tenure track faculty may be considered for this position. Nominations should close by the end of week 4. By this time, nominees must submit a brief statement of intent that includes her or his qualifications for the position. The vote must be completed by the end of the winter quarter. Training will take place in the spring quarter, and the term begins July 1st.

Voting Procedure:

1. If only one person is nominated and the current graduate coordinator does not want to be considered to serve another term, the person will be accepted by acclamation.
2. If multiple nominees are forwarded, tenure track faculty will vote by the deadline posted.
    a. if a vote is not received by the deadline, the vote is forfeited.
3. The nomination process for an interim coordinator shall follow the same process, but the replacement and training quarters may be altered, as necessary.

This document was created and proposed by the Department of Communication Studies Graduate Committee, fall 2005. It was amended in May of 2015, then in November of 2015.