Graduate Coordinator Recommendation

GRADUATE COORDINATORS – Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with generally monitoring the condition of the graduate program in their field, working with their departmental chairman or other responsible administrator in maintaining the quality and viability of their graduate program, serving as an agency of the Graduate Faculty in their area, and handling the detailed mechanics of processing the local records of graduate students in their area. These items may include:

1. Admission recommendations,
2. Program advising and maintaining departmental student records,
3. Monitoring academic progress of students,
4. Applications for Graduate Assistantships,
5. Ensuring administration and reporting of general graduate program requirements, and
6. Program assessment.

A Graduate Coordinator is appointed for each graduate program; however, a particular faculty member may serve as the Coordinator for more than one program. Graduate Coordinators are recommended for appointment by the department chair and approved by the Graduate Dean and the College Dean.

Name of Nominee _______________________________

Graduate Program _______________________________

Briefly describe the nominee’s qualifications in light of the duties indicated above.


Department Chair _______________________________ Date _____________
(Signature)

☐ Approve recommendation ☐ Disapprove recommendation

College Dean _________________________________ Date _____________

☐ Approve recommendation ☐ Disapprove recommendation

Graduate Dean ________________________________ Date _____________