

CLAS DGS: GENERAL RESPONSIBILITIES

- 1. Chair departmental graduate education, curriculum, and admission committees**
 - 2. Develop a Holistic Recruitment and Application Review Process**
 - 3. Oversee TA and RA Offers**
 - 4. Manage TA and RA Appointees**
 - Organize Departmental TA Orientation
 - Arrange Necessary TAPE Testing
 - Request Permission for TAs to Teach Courses at or above the 3000 Level
 - Make Requests for GA Overloads
 - Organize a TA Observation Framework
 - Oversee Bi-annual TA or RA Contract Evaluation
 - Assist Course Supervisors in Developing Professional Improvement Plans
 - 5. Facilitate Degree and Professional Progress**
 - Implement the Individual Development Plan
 - Set Benchmarks and Oversee Academic Progress Evaluations
 - Regularly Communicate Professional Development Opportunities
 - 6. Attend CLAS and Graduate College DGS Meetings**
 - 7. Respond to Departmental Inquiries re: Graduate Policies and Procedures**
 - 8. Oversee Departmental Ranking and Submission of Applications for Competitive CLAS and Graduate College Funding**
 - 9. Encourage and Support Applications for External Grants and Fellowships**
 - 10. Foster Diversity, Equity, and Inclusion**
 - Report Concerns to the Office of Institutional Equity
 - Communicate Opportunities to Participate in Campus Initiatives
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