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