

SOM Graduate Program Directors

Graduate program directors have global oversight on all aspects of their graduate programs and their graduate students. More specifically, graduate program directors are responsible for:

- Administering their graduate programs
- Communicating VCU, Graduate School and SOM policies and guidelines to trainees, faculty members and administrators in or associated with their graduate programs
- Monitoring, reviewing and updating curricula in their graduate programs
- Overseeing admissions or coordinating with the admissions directors for their graduate programs
- Coordinating student enrollment with the number of training opportunities available in departments associated with their programs
- Orienting incoming students and providing guidance and advice to their graduate trainees for the duration of their training
- Monitoring and facilitating progression of graduate students toward degree completion including the review of all students' course registrations, cumulative GPAs and grades of U, degree candidacy form status and Ph.D. candidacy status each semester
- Coordinating the semi-annual review of satisfactory academic progress of all graduate students in their programs
- Coordinating academic actions for graduate students, graduate courses and graduate programs (e.g. CAT-CIM course and program proposals, admission action sheets, degree candidacy forms, letters to students not making satisfactory academic progress, special action forms, substitution-waiver forms, proposing of permanent advisors, approval of graduate advisory committees, preliminary freezes for graduating students in DegreeWorks, Taskstream assessments, ETDs)
- In conjunction with the Associate Dean for Graduate Education and the Assistant Dean for Graduate Recruitment and Admissions, facilitating the use of best mentoring practices by students' advisors
- Coordinating Ph.D. candidacy exams per individual graduate program guidelines
- Nominating graduate students for awards
- Representing their graduate programs as members of the SOM Graduate Programs Committee and at the semi-annual Graduate School Graduate Program Directors meeting
- Serving on Graduate Education Executive Committee or ad hoc committees as needed and when possible
- Coordinating program accreditation by providing information for SACSCOC and/or by directly interacting with external accrediting bodies
- Being a member of the Campus Security Authority
- Utilizing access to electronic resources including GradTrak, DegreeWorks, Banner Reporting Center, the shared Graduate Programs Director folder and the Google suite
- Bringing to the attention of a student's advisor, GAC and the Associate Dean for Graduate Education signs of student behavioral or other issues that are persistent, troubling, not improving, or otherwise might interfere with the student's training and career

Last updated: November, 2019