

BGS Graduate Group Chair Responsibilities – draft 3/10/2009

Summary:	The Graduate Group Chair is the primary academic leader of the graduate group and is responsible for the guiding the graduate group towards continued preeminence in its field. The graduate group chair oversees most aspects of graduate group administration. Perform the following duties personally or by delegating to other graduate group faculty.
Admissions & Recruitment	Make Appointments to Admissions Committee; Select Chair Organize and preside over Program Overviews (1-3/Season) Create lists of appropriate faculty to interview each applicant Select Recruitment Seminar Speakers, if applicable Attend Recruitment Dinners Do Wrap-Ups Interview applicants Assign appropriate student hosts for interviewees Send acceptance letters to all accepted applicants Follow-up contact with recruits Communicate with accepted students until their arrival in June/September
MD/PhD Recruitment	Provide 1 hour overview of Program (2 or 3 times/season) Assign MD/PhD Admissions Committee Members and Chair Meet individually with accepted students as requested
Student Advising	General purpose advising for all Students Special problems needing additional attention
Financial Support of Students	Contact every PI once a student has identified their Thesis Lab and ensure that a funding mechanism is in place Consult on Relevant Training Grant Slots for Students Help identify sources of emergency financial aid Periodic urgent issues plus regular review with Nam Narain, BGS BA Approve student travel money requests [Annual communication with any relevant organizations regarding their annual donation of travel awards or other student support]
MD/PhD Students	Communicate periodically (several times/semester) with MD/PhD office about program rules, pre-grad student plans
Seminars/Retreats	Organize the annual retreat Identify and allocate Financial Support for Seminar Series and or Retreat
Executive Comm	Prepare agenda, call and chair periodic mtgs of the Exec Com (~1/x month)
Academic Review	Select ARC members, including Chair Attend 3 annual Academic Review Committee meetings Consult with ARC Chair for Prelim Committee assignments
Curriculum	Assign Curriculum Committee Chair and Members Help assure balance of courses offered each semester/course directors available
Other Committees	Dissertation award committees, travel award committees, faculty award committees, ad hoc committees

First Week (Sept)	Meet with incoming students to provide perspective, context, guidelines Attend Welcome party for incoming students
Outreach	Ensure that faculty regularly attend conferences such as ABRCMS and SACNAS, give scientific talks at local colleges, supervise SUIP and/or PREP students, and do other recruitment and training activities with underrepresented populations
Publicity	Organize and maintain group website and any other promotional materials
Program Review	Formalize/write/modify guidelines for various aspects of the program Monitor the graduate group governance and committee structure; make adjustments For 6-year graduate group review: prepare resource document, assist in the organization of the review process, analyze review findings and recommendations, and implement necessary adjustments and improvements
Office Admin.	Oversee Graduate Group Coordinator and any other staff, co-chair, and/or program chairs Annual evaluation of coordinator
Program Financial Support	Oversee graduate group recruitment and office budgets from BGS Work closely with associated departments, centers, institutes, training grants to raise and administer funds for shared functions (seminar series, retreats, etc)
Thesis Defenses	Attend thesis defenses; sign all dissertation title pages and graduation forms
Faculty Membership	Appoint membership committee and chair Advise prospective members about process & requirements for membership; Nominate new faculty to BGS; Review faculty participation and determine reappointments Inform faculty about changes in status (probations, drops)
Faculty Awards	Solicit and provide supportive information for faculty awards
Faculty Promotions	Provide faculty evaluation letters to COAP
Faculty Mtgs	Prepare agenda, call and chair group-wide meetings once or twice/year
BGS	Attend monthly BGS Advisory Committee Meetings
Information	Relay important information and policies to the graduate group from BGS Survey faculty on issues and report back to BGS Advisory Committee and BGS Director
Arbitration	Serve as arbiter in conflicts/grievances among students, faculty, students and faculty Involve BGS, Office of Student Conduct, VPUL, CAPS, Office of General Counsel as necessary
Graduation	Attend the BGS component of graduation, hand out diplomas to GG students
TA Assignments	Make all TA assignments, if applicable; Review all student requests to TA in various courses outside of group or associated department(s)