BGS Graduate Group Chair Responsibilities

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 graduate group administration by performing 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
- 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 interviewing and/or accepted students as requested

Student Advising
- Course, lab rotation, and general purpose advising for all students in first 2 years
- Assign Candidacy Examination Committee members and chair
- Ensure all post-candidacy exam students have thesis committee & meet regularly with the committee (according to program guidelines)
- Ensure all students beyond year 5 develop plan for completion of degree (BGS form 140)
- Address special problems needing additional attention

Financial Support of Students
- Contact every PI once a student has identified a 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

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)

Curriculum
- Assign Curriculum Committee members and chair
- 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 dissertation title pages and graduation forms |
| **Faculty Membership** | Appoint Membership Committee members 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) |