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 SUJP 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)