



## **GRADUATE COORDINATORS' ANNUAL ALLOCATION AGREEMENT**

The purpose of this agreement is to define the terms and conditions of the Graduate Coordinator's role and responsibilities and align them with expectations regarding the annual Graduate Coordinator Allocation.

### **GRADUATE COORDINATOR RESPONSIBILITIES**

The Graduate Coordinator serves a vital role in graduate education at the University of Nevada, Las Vegas. Graduate Coordinators are members of the Graduate Faculty who are the primary point of contact in academic units for graduate students and who are responsible for coordinating strategic R2PC efforts (recruitment, retention, progression, completion) and delivering high quality graduate programs that prepare students for career success within an academic program. The [Graduate Coordinator](#) is responsible for fulfilling all requirements in the [Graduate College Bylaws](#) and Graduate Faculty Handbook, as well as department/school/college bylaws and expectations. Plan coordinators are graduate faculty who manage and coordinate specific degree plans. These graduate program leaders are the official liaisons between the academic unit and the Graduate College on all matters related to the oversight and management of their respective graduate programs, prospective and current students, and compliance with policies governing graduate education.

Every academic unit or program offering graduate or professional certificates and/or degrees will identify at least one graduate coordinator; if there are multiple Graduate Coordinators each should be responsible for one or more plans. We do not recognize Graduate Coordinators at the subplan (concentration, specialization, track) level. The [Coordinator](#) is responsible for fulfilling all requirements in the [Graduate College Bylaws](#) and Graduate Faculty Handbook, as well as department/school/college bylaws and expectations.

#### **Participation on the Graduate Council**

Through their appointment to the Graduate Council, Graduate Coordinators serve as members of at least one Graduate College Committee each year, and assist with the formation and implementation of key Graduate College policies and programs. As needed, Graduate Coordinators may be invited to provide advice and counsel to the Graduate College Dean on a variety of issues.

#### **Responsibilities to Graduate Students, Faculty, and Programs**

In general, the Graduate Coordinator is responsible for fulfilling all requirements in the Graduate College Bylaws and Catalog/Graduate Student handbook, as well as program/department/school/college bylaws and expectations. Though the exact responsibilities of Graduate Coordinators vary between and among programs, Graduate Coordinators are responsible for the management and oversight of both the day-to-day operations of graduate programs and graduate students in their academic unit. This typically includes, but is not limited to, the following:

- Coordinating and facilitating graduate student recruitment into department programs.
- Providing oversight, coordination, or direct handling of graduate admissions, including coordination and oversight of the holistic, equitable, and fair evaluation of admissions applications according to best practices, Graduate College policies and procedures, and specific program guidelines and requirements.
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- Providing onboarding and orientation for new graduate students and ongoing opportunities for professional and career development.
- Managing communications between the department/program and graduate students, both new and continuing.
- Providing graduate student mentorship and appropriate, timely matriculation, progression, and graduation.
- Appropriately handling and documenting program milestones.
- Coordinating, reviewing, and signing annual evaluations of graduate students.
- Timely and accurate submission of required forms with careful review to ensure they are signed with integrity.
- Timely reviewing and appropriately handling all graduate student forms including graduate appeals.
- Ensuring FERPA protections and appropriately handling of student documents, records, and information.
- Working with the Academic Dean, Department Chair, Program Director, and/or Graduate College on the appointment, assignment, and supervision of graduate assistants.
- Applying ownership of and responsibility for the generic UNLVMail email accounts for their graduate program(s). [The Office of Information Technology (OIT) oversees and creates generic emails. Any changes in Coordinators require the new GC to contact OIT to transfer the generic email.]
- Providing oversight of student graduation requirements and proper procedures related to culminating experiences.
- Recommending student probation and separation, when appropriate, through the appropriate unit and College channels, and then on to the Graduate College.
- Educating students and colleagues about Graduate College policies, and enforcing the same.
- Ensuring the accuracy of the program website, and relevant portions of the Graduate Catalog, the unit's handbook, and related informational materials and communications.
- Working with the Department Chair, Program Director, and/or Academic Dean to establish, review, and revoke as necessary, Graduate Faculty Status.
- Managing communications between the program and graduate students including new, continuing, and graduated.
- Working with the Department Chair, Program Director, and/or Academic Dean to review and improve new and existing graduate courses and programs in Curriculum (our system of engagement for curricular approvals) using the Generic emails.
- Collaborating with the Department Chair/Director and Academic Dean, as appropriate, to facilitate graduate student policies, assignment of lab and/or office space, and mediate Graduate Faculty and graduate student issues as necessary.
- Serving as a conduit of information between the Graduate College and the Graduate Council to the academic unit faculty, staff, and graduate students.
- Collaborating with the Chair/Director and faculty colleagues to ensure rigor, quality, and maintenance of high standards of scholarship and graduate instruction within the unit's graduate programs, and the appropriate development of, and modification to, curriculum and programs.
- Serving as an active participant and fulfilling duties on at least one appointed position on the Graduate College committees and in Graduate Council meetings. Council and Committee meeting attendance, or designation of an appropriate proxy, is mandatory for members of the Graduate Council.
- Participating in Graduate College signature events is encouraged.
- Timely conveying Graduate College news, information, events, and the Leadership & Professional Development Academy opportunities for graduate student professional and career development to graduate students and faculty colleagues.
- Timely and accurately completing the Annual Graduate Coordinator Report each spring.

#### Responsibility to Understand, Fairly Apply, and Enforce Standards, Policies & Practices

Graduate Coordinators are required to know and follow the relevant State of Nevada and Federal laws, the NSHE Code, the University of Nevada, Las Vegas Bylaws, the Graduate College Bylaws and the Graduate College Handbook. No policies or procedures employed in an academic unit or graduate program may supersede or contradict standing law or policy. Coordinators are fully responsible and accountable for all described duties, roles, and expectations outlined in the Catalog, the Graduate College Bylaws and the Graduate College Handbook, even if Coordinators delegate their responsibilities in whole or parts to others.

#### Responsibility to Coordinate and Collaborate with the Graduate College

Graduate Coordinators shall be responsive to inquiries, emails, phone calls, and requests year-round (including summers) from the Graduate College staff. Close collaboration with the Graduate College is required to ensure proper integration. Any changes to Graduate Coordinator appointments should be communicated immediately to the Graduate College Associate Dean.

Likewise, Graduate Coordinators are the primary avenue of communication between the Graduate College and other graduate faculty in their programs. It is vital that coordinators share GC news, information, updates, and policy and procedure changes with their graduate faculty colleagues to ensure smooth integration between academic units and the GC and to facilitate clear and accurate advisement and mentorship of students.

#### Selection of Graduate Coordinators & Terms and Conditions

Graduate Coordinators are elected or appointed according to Department, School, or College bylaws, if specified. If unspecified, Coordinators are selected according to the guidelines in the Graduate College Bylaws. Coordinators must be associate or full professors; if this poses challenges for a unit, please reach out to the Graduate Dean and/or Associate Dean. Once seated, Graduate Coordinators are subject to terms within their College or unit Bylaws. If Academic College or unit Bylaws do not specify otherwise, Graduate College guidelines should be followed. The Graduate College guidelines specify that Graduate Coordinators shall (1) serve 3-year terms of service, (2) uphold the highest standards in execution of their service, (3) faithfully and effectively serve their Graduate Faculty colleagues, department, program and graduate students, and (4) fulfill the expectations outlined herein.

#### Annual Graduate Coordinator Allocations

Graduate Coordinators shall be recognized for their contributions and leadership, and receive compensation for fulfilling the responsibilities outlined above by way of workload adjustments (at least 1 course per academic year to be negotiated with Chair/Director and School/College Dean) and an annual financial allocation from the Graduate College. In order for Graduate Coordinators to receive their annual allocation, they must fulfill the expectations listed above, review and provide any updates to the Programs handbook, fulfill appointed Graduate College Committee duties, and complete the Annual Graduate Coordinator report in a timely and accurate manner. If there are co-Graduate Coordinators overseeing programs concurrently, the co-Graduate Coordinators each must participate and serve on a Graduate College committee and collaborate to complete one combined annual report. Additionally, if Graduate Coordinators' appointments are only for one semester, they can expect a one-semester graduate coordinator allocation at the end of their service, assuming that they have fulfilled the aforementioned expectations. The Graduate Coordinator allocation will be disbursed in January for fall service only, and in June for fall/spring and spring semester only service.

Please note that refusal of the Graduate Coordinator allocation does not abdicate responsibility to fulfill the expectations outlined above.

Graduate Coordinator allocations will be transferred to your designated department account for appropriate faculty use. These funds may not be used by the Chair/Director or other faculty, and should be spent within one fiscal year. Appropriate uses for these funds include faculty travel, graduate student travel, equipment/supply/computer/book purchases, conference registration, support for a student worker, summer support for GAs, etc. Graduate Coordinator allocations must be transferred into a self-supporting Workday worktag (FD201)

***I have read the information above and agree to fulfill the requirements of the Graduate Coordinator role.***

Printed Coordinator Name

Program Name(s)

(If Applicable) Printed Co-Coordinator Name:

Department

College

Graduate Coordinator allocation for a **full year of service (or half this amount for 1 semester)** *Please note that Co-Coordination will split the total stipend amount.* (Please indicate either full or half).

Workday Worktag for Transfer of Allocation : PG

Graduate Coordinator Signature

Date:

Please complete all parts and return this signed form to [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu) no later than **November 1st of this year.**