**POSITION DESCRIPTION**

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| **Title**: Associate Head of Graduate Studies | **Originating** **Date**: 10-04-2016  |
| **Department Name**: School of Historical, Philosophical, and Religious Studies | The position of Associate Head of Graduate Studies is appointed by the Director, reports to Faculty Head |

**Primary Purpose:**

Provide graduate program curriculum support and guidance to the unit.

**Essential Functions (What, How and Why):**

1. Work with graduate students, Graduate Affairs, and SHPRS scheduling staff to forecast graduate enrollments, assign seminars, and instructional seminar placement of faculty
2. Oversee training and monitoring of graduate students
3. Assign teaching assistants (graders) to courses
4. Assign teaching associates to course
5. Annual evaluation of graduate students (teaching associates) or appoint an appropriate faculty member
6. Annual program assessments
7. Create annual UOEEE reports on unit programs
8. Recommend changes in the graduate program to disciplinary Faculty and report any changes to Graduate Studies committee
9. Work with graduate program coordinators to oversee admissions for the disciplinary graduate degree programs
10. Work with graduate program coordinators to manage communications to students
11. Inform the graduate program coordinators about which core requirements are met by courses offered each semester
12. Encourage the Faculty’s efforts to provide job placement assistance and advice to graduate students
13. Make recommendations to the Graduate Studies committee concerning the awarding of TAships, fellowships, grants or other financial awards
14. Handle graduate student issues.

**Course release**: 1 per Academic Year