

DUTIES OF THE DIRECTOR OF GRADUATE STUDIES: PSYCHOLOGY PROGRAM

Philosophy:

The graduate director (Psychology Program) is delegated by the Head to manage the graduate program. The graduate director's role is to promote communication and good relationships among graduate students in the program, with their supervisors and the Program or Department.

General Duties:

- Advertise and promote the Psychology graduate program (WEB, posters, presentations)
- Evaluate applications to the program and admit new graduate students
- Compile and present an Annual Report on Graduate Student progress to the Department and communicate feedback on progress to graduate students
- Attend thesis defences and candidacy examinations as neutral chair (or delegate)
- Coordinate new calendar submissions for the graduate program
- Annual updating of the Graduate Program Handbook and regular updating of the Web content
- Be familiar with the requirements of the Psychology Graduate Degrees for advising purposes
- Compile and present an Annual Report on Graduate Student progress to the Department and communicate feedback on progress to graduate students
- Organize nominations of CPA student awards and other internal and external awards
- Communicate with graduate student representatives regularly
- Encourage all eligible students to apply for scholarships
- Contribute graduate program information to Department's Annual Report

Day-to-Day:

- Respond to general inquiries
- Track graduate student progress
- Be available to meet with graduate students and/or supervisors when issues arise
- Approve courses taken by our graduate students and other details of registration
- Approve committees (e.g. Candidacy, Supervisory and Thesis examination)
- Monitor program budget

Funding:

- Allocate GTAs
- Allocate GRS and FGS units
- Work with the Scholarship Officer to determine Department rankings for scholarship applicants

Committees:

- Attend Faculty of Graduate Studies Council meetings
- Chair, Psychology Graduate Studies Committee
- Member of Psychology Department Executive Committee (DEC)