

DUTIES OF THE DIRECTOR OF GRADUATE STUDIES: CLINICAL 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 Program in Clinical Psychology (WEB, posters, brochure, presentations)
- Admit new Graduate Students
- Compile and Present an Annual Report on Graduate Student Progress to the Department.
- Update the Program Handbook on an annual basis
- Update of the Web content as required.
- Attend thesis defences and candidacy examinations as neutral chair (or delegate).
- Coordinate new calendar submissions for the program
- Ensure that all eligible students apply for scholarships
- Contribute graduate program information to Department's Annual Report
- Organize Annual Clinical Training Workshop
- Appoint Chairs of Admissions and Student Evaluation Committees, PRC representative
- Supervise Test Library and Librarian
- Compile Candidacy Examinations and organize examination date
- Coordinate graduate instruction to ensure coverage of required courses
- Organize 750 lecturers and act as Instructor of Record
- Organize Adjunct and Clinical Supervisor appointments and renewals
- Provide program rankings and appraisals for scholarships
- Prepare letters of recommendation for Internship applications.
- Address CPA Accreditation panel concerns and provide annual accreditation report to CPA
- Organize nominations of CPA student awards and other internal and external awards

Day-to-Day:

- Respond to general inquiries
- Monitor program budget
- Track graduate student progress
- Act as the Appeal mechanism for students and faculty complaints
- Approve courses taken by our graduate students and other details of registration
- Approve committees (e.g. Candidacy, Supervisory and Thesis examination)

Funding:

- Allocate GTAs
- Allocate Travel Awards

Committees:

- Attend Faculty of Graduate Studies Council meetings
- Chair, Program Council Meetings
- Chair, Adjunct and Clinical Supervisor Meetings
- Member of Psychology Department Executive Committee (DEC)