Responsibilities of Graduate Program Directors
College of Education, University of North Carolina at Charlotte
(as of January 2015)

Graduate Program Directors (GPD) play a vital role in making graduate programs successful. Whereas
the specific responsibilities of each GPD will be negotiated with the GPD’s Department Chair in
accordance with the needs/requirements of the program, typical responsibilities of this role include…

1. Supervise and coordinate the administration and governance of graduate studies within the
   graduate program for which the GPD is responsible.
2. Serve as primary point of contact for admissions activity.
3. Contribute to the program’s recruiting efforts.
4. Serve as primary point of contact for newly admitted and continuing graduate students enrolled in
   the program.
5. Serve as or appoint an advisor for students admitted to the program until one has been identified.
6. Use appropriate software (e.g., DegreeWorks, eGRAD, Banner Self-Service, etc.) to monitor
   student progress and program completion requirements.
7. Act as a liaison between students and faculty in the program in regards to policy and procedures.
8. Ensure program representation on collegiate and/or university governance committees, as
   appropriate.
9. Serve as liaison between the program faculty and the college administration, referring issues as
   appropriate.
10. Inform the faculty of graduate education of policies, deadlines, and issues, as appropriate.
11. Share recommendations, nominations, and other information between the faculty and the
    appropriate collegiate dean(s).
12. Receive, arrange for the review of, and monitor the progress of student applications and academic
    petitions.
13. Oversee the maintenance of graduate student records and whatever student evaluation process is
    used by the program.
14. Provide input regarding program-specific course scheduling.
15. Facilitate and publicize professional development activities for graduate students within the
    program.
16. Provide periodic reports on the program data to the department chair, as appropriate.
17. Comply with relevant regulations of the University, College, Department, and degree program.