Handbook for Directors of Graduate Studies and Program Directors

Graduate School of Arts and Science

New York University

2017-2018
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About this handbook:

This handbook augments existing information available through a wide range of channels: the GSAS website, the Administrative Update e-bulletins, and notices from across the University.

It most directly supplements information found in the more formal GSAS Policies and Procedures Manual online at: http://gsas.nyu.edu/page/grad.pp.manual. Be sure to read that separate manual, as it is the final governing document for all students in your program.

For more time-sensitive information on admissions, fellowship deadlines, and financial aid, follow the emails sent out to all DGSes on a regular basis.

Role of the DGS

While every department or program has its own traditions, the Director of Graduate Studies plays a pivotal role in each. As the DGS, you work with other members of your program to act as:

- the steward of the graduate curriculum, with responsibility for its coherence, integrity, and smooth functioning;
- an advocate for graduate student interests;
- a liaison between fellow faculty members and the graduate students in your program;
- a liaison between your program and the GSAS administration.

Frequently, the DGS also serves as chair of a program’s graduate admissions.

In this handbook, you’ll find out more about the central role of the DGS in the life of the Faculty of Arts and Science. More information can be found by contacting your colleagues in GSAS.

Appointment of the DGS

All DGS appointments are made by the Dean of the Graduate School of Arts and Science. In advance of the end of a DGS’s term, the GSAS Dean’s Office will ask the Chair or Director of the department or program to recommend to the GSAS Dean a new appointment or the re-appointment of the current DGS. Once an appointment has been approved, a letter stipulating the terms of the appointment will be generated by the GSAS Dean’s Office. If you have any questions about this process or your department’s appointment, please contact Ms. Kris Choe (kris.choe@nyu.edu or x88040) in the GSAS Dean’s Office.
Before You Begin

• Check in with your predecessor to learn how the position in your program has developed over time. Collect as many documents as you can – including useful templates for routine email communications – so that you can best act on the institutional memory in place. Ask your predecessor to prepare a written, program-specific calendar to help guide you.

• Does your department have its own Graduate Student Handbook? If so, ensure that your predecessor updates it before their term comes to a close. If not, plan on producing one. It will save both you and your students the considerable time and energy of sorting out routine programming questions. Ask the Office of Academic and Student Affairs in GSAS for samples if you need them.

• Confer with the colleagues and administrative staff with whom you’ll be most regularly interacting. If you are in a department, this will often include your Department Chair, Associate Chair, Departmental Administrator, and/or Graduate Secretary. Learn how they have understood the role of the DGS in the past and where they hope for you to take it.

• Along with this DGS handbook, review all the resources online through the GSAS website at http://gsas.nyu.edu/. A select list of useful program links is included at the back of this handbook.

• Ask your program administrator to sign you up for online access to transcripts through the “Advisor Center” on Albert. This will enable you to check on a student’s progress before meetings, or when consulting colleagues on student issues.

• As the DGS is often the main conduit for information to students on programming, upcoming fellowship competitions, and more, ask your administrator to provide you with email lists that enable you to communicate directly with students by year, by program wing, and as a complete cohort.

• Ensure that you are on the listserv for DGSes maintained by GSAS. These emails are your first line of information on all GSAS fellowship information, admissions instructions, and graduate programming policy.

• Log the year’s schedule of DGS Meetings in your calendar, available below and online at http://gsas.nyu.edu/about-gsas/directors-of-graduate-studies---program-directors.html. These mandatory meetings are designed to keep you in touch with best practices in graduate programming at the University.
GSAS Academic Calendars

Orientations

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tues Aug 22nd</td>
<td>International Students</td>
</tr>
<tr>
<td>Wed Aug 23rd</td>
<td>Doctoral Students</td>
</tr>
<tr>
<td>Thu Aug 24th</td>
<td>Master’s, Certificate, and Non-Degree Students</td>
</tr>
<tr>
<td>Thu Aug 31st</td>
<td>GSAS New Teacher Training</td>
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Graduation Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Fri Aug 4th</td>
<td>Preliminary dissertation deadline for Sept. grads</td>
</tr>
<tr>
<td>Fri Sep 15th</td>
<td>Final dissertation deadline for Sept. grads</td>
</tr>
<tr>
<td>Fri Oct 6th</td>
<td>Registration deadline for Jan. graduation (all degs.)</td>
</tr>
<tr>
<td>Fri Dec 1st</td>
<td>Preliminary dissertation deadline for Jan. grads</td>
</tr>
<tr>
<td>Fri Jan 12th</td>
<td>Final dissertation deadline for Jan. grads</td>
</tr>
<tr>
<td>Sun Feb 4th</td>
<td>Registration deadline for May graduation (all degs.)</td>
</tr>
<tr>
<td>Fri Mar 16th</td>
<td>Preliminary dissertation deadline for May grads</td>
</tr>
<tr>
<td>Fri May 4th</td>
<td>Final dissertation deadline for May grads</td>
</tr>
<tr>
<td>Sun Jun 17th</td>
<td>Registration deadline for Sept. graduation (all degs.)</td>
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Fall Semester

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tues Sep 5th</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>Mon Oct 9th</td>
<td>Fall Recess, no classes</td>
</tr>
<tr>
<td>Wed Nov 22nd to Sun Nov 26th</td>
<td>Thanksgiving Recess, no classes</td>
</tr>
<tr>
<td>Fri Dec 15th</td>
<td>Fall classes end</td>
</tr>
<tr>
<td>Sat Dec 23rd to Mon Jan 1st</td>
<td>Winter Recess, no classes</td>
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January Term

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<th>Date</th>
<th>Event</th>
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<tr>
<td>Tues Jan 2nd</td>
<td>Winter Term begins</td>
</tr>
<tr>
<td>Mon Jan 15th</td>
<td>Martin Luther King Day, no classes</td>
</tr>
<tr>
<td>Fri Jan 19th</td>
<td>Winter Term ends</td>
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Spring Semester

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon Jan 22nd</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>Mon Feb 19th</td>
<td>Presidents’ Day, no classes</td>
</tr>
<tr>
<td>Mon Mar 12th to Sun Mar 18th</td>
<td>Spring Recess, no classes</td>
</tr>
<tr>
<td>Mon May 7th</td>
<td>Spring classes end</td>
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Convocation and Commencement

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tues May 15th</td>
<td>GSAS Master’s Convocation</td>
</tr>
<tr>
<td>Wed May 16th</td>
<td>All-University Commencement</td>
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<tr>
<td>Fri May 18th</td>
<td>GSAS Doctoral Convocation</td>
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Summer

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>TBA June and July</td>
<td>Master’s College New Student Events</td>
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Schedule of DGS Meetings for 2017-2018

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wed September 27, Master’s and Doctoral</td>
<td>10-11:30am</td>
<td>Kimmel Center, Room 914</td>
</tr>
<tr>
<td>Wed October 25, Doctoral</td>
<td>10-11:30am</td>
<td>Kimmel Center, Room 802</td>
</tr>
<tr>
<td>Wed November 29, Master’s</td>
<td>10-11:30am</td>
<td>Kimmel Center, Room 914</td>
</tr>
<tr>
<td>Wed March 7, Doctoral</td>
<td>10-11:30am</td>
<td>Kimmel Center, Room 802</td>
</tr>
<tr>
<td>Wed March 21, Master’s</td>
<td>10-11:30am</td>
<td>Kimmel Center, Room 914</td>
</tr>
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Online at: [http://gsas.nyu.edu/about-gsas/directors-of-graduate-studies---program-directors.html](http://gsas.nyu.edu/about-gsas/directors-of-graduate-studies---program-directors.html)

Attendance at the relevant meetings is required of all DGSes. If you cannot attend a meeting because of teaching commitment or travel, please ask a faculty colleague to attend in your place. If you cannot find a faculty replacement, and you would like to send an administrator from your department or program, please make this request in writing to the GSAS Dean’s Office.

Further Calendars and Resources

Foreign Language Proficiency Exams

Graduate Student Conference Grants

GSAS OASA and GES Student Calendar
[http://gsas.nyu.edu/academics/academic-calendar.html](http://gsas.nyu.edu/academics/academic-calendar.html)

GSAS Master’s College Calendar
[http://gsas.nyu.edu/student-life/the-masters-college.html](http://gsas.nyu.edu/student-life/the-masters-college.html)

Submission dates for Graduate Curriculum Committee
At the Start of Each Semester

• Review the transcripts for all students in your program. Look for problem areas such as low credit counts, incompletes, or the absence of required courses.

• Review course offerings for the upcoming semester and beyond. If a course has been or will be offered more than once, it must go through review by the Graduate Curriculum Committee to be approved and assigned its own course number. A listing of GCC Dates and Deadlines can be found online at: http://gsas.nyu.edu/about-gsas/standing-committees/committee-on-graduate-curriculum-and-financial-aid-dates-and-dea.html.

• If you plan on meeting with students (for mock Fulbright interviews, sample job talks, or program reviews) or with faculty (for fellowship panels, admissions committees, or prospective student visits), line up the dates early and share them widely. Be sure that graduate student events are part of the public calendar on your program’s website.


• Share with your students a copy of the GSAS Student Calendar created each year by the Office of Academic and Student Affairs (OASA) and Graduate Enrollment Services (GES), online at: http://gsas.nyu.edu/academics/academic-calendar.html.

• If your program requires that students demonstrate foreign language proficiency, share the upcoming November, March, and August dates when OASA will administer the Foreign Language Proficiency Exams. See: http://gsas.nyu.edu/about-gsas/policies-and-procedures/flpe.html.
August and September

- Remind students of key external funding fellowships such as the DOD, Ford, Javits, and NSF Graduate Research Fellowships. While GSAS provides full funding for our doctoral students, the fellowships offer ample enhancements for summer support and multi-year stipends. Deadlines are early. Some information is online at: http://gsas.nyu.edu/financial-support/fellowships.html.

For other research fellowship programs, such as Fulbright and Fulbright-Hays, NYU’s Wasserman Center organizes fellowship-specific seminars on how to prepare an application. More information is online at: http://www.nyu.edu/life/resources-and-services/career-development/graduate-students.html.

- Note that the GSAS fall fellowship competition (for dissertation research and writing at the NY, Abu Dhabi, and Shanghai campuses) typically requires all materials to be submitted in early October. As departments are limited in the number of candidates they can put forward, set your own internal deadlines and establish a fellowships committee for earlier vetting.

- If your program maintains its own database of fellowships for graduate students, now is the time to update. If not, consider building one. Each program has its own means of guiding students to funding, from program-specific databases to password-protected libraries of successful grant applications from students in your program. GSAS offers a list of those fellowship programs it administers as well as many others at: http://gsas.nyu.edu/financial-support/fellowships.html.

- The NY State Education Department requires that all first-time teaching assistants receive at least one teacher training and orientation session at both the program and University level. Attendance is mandatory and students are reimbursed for their participation. DGSes normally lead these orientation sessions in their program.

- If numbers permit, meet individually with all incoming students. Extend a welcome, share a copy of your student handbook, sketch a typical pathway through the program for them, invite questions or concerns, and be sure that they are fully informed of upcoming events and obligations.

- As DGS, you play an active role in all of your program’s orientation offerings for incoming students.

- Set up a time for meeting with each of your student cohorts at least once during the year to invite feedback on the graduate program and to advise them collectively on time-to-degree. Such sessions are invaluable for learning early about student questions and concerns.
October

• For doctoral programs, work with your committee to rank and nominate GSAS fall fellowship candidates.

• Make sure spring graduate courses are posted on your program site.

November

• During quieter programming months, work with your administrative staff to annually contact your program alumni and post their career placement updates on your program pages.

December

• [Fall Admissions] Review of files begins for many programs.

January

• Note that the GSAS spring fellowship and graduation prize competitions (including support for summer research, the prize for outstanding dissertation by division, and graduate student teaching awards) typically require all materials to be submitted in early February. As departments are limited in the number of candidates they can put forward, set your own internal deadlines and establish a fellowships committee for earlier vetting.

Master’s students are eligible for Robert Holmes Award for African Scholarship, and may be nominated for the Graduate Student Teaching Award.

February

• [Fall Admissions] Organize your March open house events for prospective students.

March

• Organize your TA assignments for the next academic year.
April

• [Fall Admissions] Send welcome letters and information packets to incoming students.

• Post fall graduate courses on your program site.

• Encourage master’s students to participate in the GSAS Threesis Academic Challenge.

May

• Advertise and celebrate your graduate program’s honors and awards by posting all student honors on your site.

• Follow these successes by updating the password-protected archive of successful student grant proposals for key fellowships in your area.

• Attend GSAS Convocation.
Meet the GSAS Staff

For GSAS administration and staffing concerns, contact:
  Dean Phillip Harper, phil.harper@nyu.edu

For academic affairs:
  Assistant Dean Allan Corns, allan.corns@nyu.edu

For student affairs:
  Assistant Dean Aida Gureghian, aida.gureghian@nyu.edu

For graduate admissions and GSAS administration:
  Associate Dean Roberta Popik, roberta.popik@nyu.edu

For questions on financial aid and work of the Master’s College:
  Assistant Dean David Giovanella, david.giovanella@nyu.edu

For the Inter-University Doctoral Consortium and student request policies and processing:
  Li Cao, Assistant Director of Academic Affairs, li.cao@nyu.edu

For student health and wellness issues and co-curricular programming questions:
  Cristel Jusino Diaz, Assistant Director of Student Affairs, cristel.jusinodiaz@nyu.edu

For doctoral candidate dissertation submission:
  Cherone Slater, Administrative Aide, Academic Affairs, cherone.slater@nyu.edu

For the University-wide Graduate Program Committee:
  Dale Rejtmar, Executive Assistant to the Dean/Administrative Manager, dale.rejtmar@nyu.edu

For Convocation:
  Kelsey Sheridan, Project Administrator, Office of the Dean, kelsey.sheridan@nyu.edu

For DGS/Program Director appointments:
  Kris Choe, Administrative Aide, Office of the Dean, kris.choe@nyu.edu

For fellowship competitions:
  Abby Williams, Assistant Director for Fellowships and Awards, abby.williams@nyu.edu
Useful Links

Academic Bulletin of GSAS Programs
http://bulletin.gsas.nyu.edu/page/home
If you plan a change to your curriculum, information about your existing program must correspond to the language that your program last provided to GSAS for the official University bulletin. This bulletin text is the legal statement of your curriculum to the New York State Education Department.

Diversity @ NYU
http://www.nyu.edu/students/communities-and-groups/student-diversity/multicultural-education-and-programs.html
What role does difference play on campus? How can race, ethnicity, class, gender, and sexuality shape your experience in graduate school? If these questions are of particular interest, know that there are resources that are available to graduate students, including the Center for Multicultural Education.

Office of Global Services
http://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration.html
Offering a range of immigration services, advising, and work-related information for international students.

Graduate Student Life at the Center for Student Life
http://www.nyu.edu/students/communities-and-groups/graduate-students/graduate-life.html
Graduate Student Life at the Center for Student Life exists to serve the needs of all graduate students at New York University through programming, information dissemination, and additional services for the graduate student community.

Master’s College
http://gsas.nyu.edu/page/grad.masterscollege
The GSAS Office of the Master’s College supports and promotes the contributions of master’s candidates and programs to GSAS, NYU, and the general public. The Master’s College hosts various academic, social, and professional events and workshops throughout the year aimed at building interconnectedness with GSAS master’s students, master’s program faculty and administrators, as well as the larger GSAS community. The Master’s College hosts the annual GSAS Threesis Academic Challenge, as well as many social and skill-building events for current master’s students throughout the year. We act as a point of contact and recruitment for a range of curricular and co-curricular opportunities for master’s students, including the GSAS Master’s College Program Board.

Moses Center for Students with Disabilities
https://www.nyu.edu/life/safety-health-wellness/students-with-disabilities.html
The Henry and Lucy Moses Center for Students with Disabilities provides comprehensive services and programs for graduate students with hearing and visual impairments,
mobility impairments, learning disabilities, attention deficit disorders, chronic illnesses, and psychological impairments.

New Program Proposals
http://gsas.nyu.edu/about-gsas/policies-and-procedures/new-graduate-program-proposals/building-a-new-program.html
If your program intends a new Advanced Certificate, Master’s, or PhD offering, or if you plan to make changes to an existing program, contact Allan Corns in the Office of Academic and Student Affairs for information on how to proceed.

PhD Toolkit/Teacher Training
http://gsas.nyu.edu/academic-and-professional-development/learning-to-teach.html
The PhD Toolkit is a collection of resources and programs for PhD students in GSAS that assists in developing the skills and attributes necessary for a successful academic career, with a particular emphasis on teacher development. See also the NYU Center for the Advancement of Teaching, at: http://www.nyu.edu/cte/ and other resources such as “Teaching at NYU,” http://gsas.nyu.edu/academic-and-professional-development/learning-to-teach/teaching-at-nyu.html.

StudentLink Center
The StudentLink Center is students’ point of access to the Registrar, Bursar, Financial Aid, and Global Services offices. It provides a wide range of services, including billing, registration, grading, refunds, account information, loans, payments, graduation services, transcripts, and international student document drop-off/pick-up.

Wasserman Center for Career Development
http://www.nyu.edu/life/resources-and-services/career-development.html
The Wasserman Center for Career Development comprehensive career advisement services for graduate students, alumni, and employers.

Wellness Exchange
http://www.nyu.edu/students/health-and-wellness/wellness-exchange.html
The Wellness Exchange is a constellation of the University’s programs and services designed to address the overall health and mental health needs of our students.