



Handbook for Directors of Graduate Studies

New York University

2018-2019

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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 GSAS.

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 reaching out to your colleagues in GSAS.

About this handbook:

This handbook augments existing information available through a wide range of channels: from the GSAS website, through our *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/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>. 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, financial aid, follow the emails sent out to all DGS's on a regular basis.

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.
- Meet 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, program wing, and as a complete cohort.
- 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

Tue Aug 21 st	GSAS New Teacher Training
Wed Aug 22 nd	Master's, Certificate, and Non-Degree Students
Mon Aug 27 th	Doctoral Student Orientation

Graduation

Fri Aug 3 rd	Preliminary dissertation deadline for Sept. grads
Fri Sep 14 th	Final dissertation deadline for Sept. grads
Sun Oct 7 th	Registration deadline for Jan. graduation (all degs.)
Fri Dec 7 th	Preliminary dissertation deadline for Jan. grads
Fri Jan 11 th	Final dissertation deadline for Jan. grads
Sun Feb 3 rd	Registration deadline for May graduation (all degs.)
Fri Mar 22 nd	Preliminary dissertation deadline for May grads
Fri May 10 th	Final dissertation deadline for May grads
Sun Jun 16 th	Registration deadline for Sept. graduation (all degs.)

Fall Semester

Tues Sep 4 th	Fall classes begin
Mon Oct 8 th	Fall Recess, no classes
Wed Nov 21 st to Sun Nov 25 th	Thanksgiving Recess
Fri Dec 14 th	Fall classes end
Sat Dec 22 nd to Tue Jan 1 st	Winter Recess, University closed

January Term

Mon Jan 7 th	January Term begins
Mon Jan 21 st	Martin Luther King Day, no classes
Friday Jan 25 th	January Term ends

Spring Semester

Mon Jan 28 th	Spring classes begin
Mon Feb 18 th	Presidents' Day, no classes
Mon Mar 18 th to Sun Mar 24 th	Spring recess
Mon May 13 th	Spring classes end

Convocations

Mon May 20 th	GSAS Master's Convocation
Mon May 20 th	GSAS Doctoral Convocation
Wed May 22 nd	All-University Commencement

Summer TermTue May 28th

TBA June and July

Thu July 4thSun Aug 18th

Summer classes begin

Master's College New Student Events

Independence Day, no classes

Summer classes end

Schedule of DGS Meetings for 2018-2019

Online at: <http://gsas.nyu.edu/about-gsas/directors-of-graduate-studies---program-directors.html>

MEETING DATE	TIME	LOCATION
Tue September 25, Master's and Doctoral	10-11:30am	Kimmel Center, Room 914
Wed October 24, Doctoral	10-11:30am	Kimmel Center, Room 802
Thu November 29, Master's	10-11:30am	Kimmel Center, Room 914
Wed February 20, Doctoral	10-11:30am	Kimmel Center, Room 802
Wed March 27, Master's	10-11:30am	Kimmel Center, Room 914

Further Calendars and Resources

Foreign Language Proficiency Exams

<http://gsas.nyu.edu/about-gsas/policies-and-procedures/flpe.html>

Graduate Student Conference Grants

<http://gsas.nyu.edu/financial-support/fellowships/dean-student-travel-grant-program.html>

and

<http://www.nyu.edu/about/leadership-university-administration/university-senate/membership/councils/student-senators-council/conference-funding.html>.

GSAS OASA and GES Student Calendar

<http://gsas.nyu.edu/content/dam/nyu-as/gsas/documents/academic-calendar/Calendar%202018-2019.pdf>

Submission dates for Committee on Graduate Curriculum and Financial Aid

<http://gsas.nyu.edu/about-gsas/standing-committees/committee-on-graduate-curriculum-and-financial-aid-dates-and-dea.html>

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 news with your students of ongoing deadline's for GSAS and University-wide conference travel grants, online at: <http://gsas.nyu.edu/financial-support/fellowships/dean-student-travel-grant-program.html> and <http://www.nyu.edu/about/leadership-university-administration/university-senate/membership/councils/student-senators-council/conference-funding.html>.
- 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. Even when NYU's GSAS enjoys full funding for our doctoral students, the fellowships provide ample enhancements for summer support and multi-year stipends. Deadlines are early. Some information is online at: <http://gsas.nyu.edu/financial-support.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://gsas.nyu.edu/financial-support/fellowships.html>.

- 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 not mandatory at the GSAS New Teacher Training but is highly encouraged and students are reimbursed for their participation. DGS's normally lead required training and 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.

- 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 may be limited in the number of candidates they can put forward, set your own internal deadlines and establish a fellowships committee for earlier vetting.

- Set up an announce a time for meeting with each of your student cohorts at least once in 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 competition (including support for summer research, the prize for outstanding dissertation by division, and graduate student teaching awards) typically requires 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.

February

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

March

- Organize your teaching 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.

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.

Meet the GSAS Staff

For GSAS administration and staffing concerns, contact:

Dean Phillip Harper, gsas.dean@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 programing questions:

Cristel Jusino Diaz, Assistant Director of Student Affairs,
cristel.jusinodiaz@nyu.edu

For convocation:

Kelsey Sheridan, Special Projects Administrator, kelsey.sheridan@nyu.edu

For fellowship competitions:

Abby Williams, Assistant Director for Fellowships and Awards,
abby.williams@nyu.edu

For the University-wide Graduate Program Committee:

Dale Rejtmar, Executive Assistant to the Dean, dale.rejtmar@nyu.edu

Useful Links

Academic Bulletin of GSAS Programs

<http://gsas.nyu.edu/bulletin.html>

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

<https://www.nyu.edu/global/international-immigration-services.html>

Offering a range of immigration services, advising, and work-related information for international students.

Graduate Student Life at the Center for Student Life

<https://www.nyu.edu/students/communities-and-groups/graduate-students.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/student-life/the-masters-college.html>

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.html>

If your program intends a new Advanced Certificate, MA, 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.

Ph.D. Toolkit

<http://gsas.nyu.edu/academic-and-professional-development/learning-to-teach.html>

The Ph.D. Toolkit is a collection of resources and programs for Ph.D. students in the Graduate School of Arts and Science that assists in developing the skills and attributes necessary for a successful academic career. With specific concentrations in teaching, writing, and public speaking and presenting, the Ph.D. Toolkit gives students the opportunity to learn and develop skills that will serve them in the course of their graduate educations as well as in their careers to follow. The Toolkit offers a teaching certificate program, new teacher training, workshops, and peer advising in writing and teaching. See also the NYU Center for the Advancement of Teaching, at: <https://www.nyu.edu/faculty/teaching-and-learning-resources/programs-and-services-for-the-advancement-of-teaching.html>

Student Services Center

<http://www.nyu.edu/registrar>

<http://www.nyu.edu/bursar>

<http://www.nyu.edu/admissions/financial-aid-and-scholarships.html>

The Student Services Center includes the Registrar, Bursar and Financial Aid offices. This center provides a wide range of services including billing, registration, grading, refunds, account information, loans, payments, graduation services, and transcripts.

Wasserman Center for Career Development

<https://www.nyu.edu/students/student-information-and-resources/career-development-and-jobs.html>

The Wasserman Center for Career Development comprehensive career advisement services for graduate students, alumni, and employers.

Wellness Exchange

<https://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.