



Handbook for Directors of Graduate Studies

New York University

2020-2021

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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.
- Familiarize yourself with your department's Graduate Student Handbook. Ensure that your predecessor updates it before their term comes to a close. Ask the Office of Academic and Student Affairs in GSAS to review any major changes that may occur.
- 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.
- Get to know the Graduate Enrollment Services liaison assigned to your programs. This person will assist you with issues involving admissions, enrollment, and financial aid.

GSAS Academic Calendars

Orientations

Mon Aug 17th – Fri Aug 21st

Mon Aug 24th - Fri Aug 28th

GSAS New Teacher Training (Virtual)

New Student Orientation (Virtual)

Graduation

Fri Aug 7th

Fri Sep 11th

Sun Oct 18th

Fri Dec 4th

Mon Jan 11th

Sun Feb TBA

Fri Mar 26th

Fri May 7th

Sun Jun TBA

Preliminary dissertation deadline for Sept. grads

Final dissertation deadline for Sept. grads

Registration deadline for Jan. graduation (all degs)

Preliminary dissertation deadline for Jan. grads

Final dissertation deadline for Jan. grads

Registration deadline for May graduation (all degs)

Preliminary dissertation deadline for May grads

Final dissertation deadline for May grads

Registration deadline for Sept. graduation (all degs)

Fall Semester

Wed Sep 2nd

Mon Sep 7th

Thurs Nov 26th to Sun Nov 29th

Fri Dec 11th

Tues Dec 22nd to Sun Jan 3rd

Fall classes begin

Labor Day, no classes

Thanksgiving Recess

Fall classes end

Winter Recess, University closed

January Term

Mon Jan 4th

Mon Jan 18th

Friday Jan 22nd

January Term begins

Martin Luther King Day, no classes

January Term ends

Spring Semester

Mon Jan 25th

Mon Feb 15th

Mon Mar 15th to Sun Mar 21st

Mon May 10th

Spring classes begin

Presidents' Day, no classes

Spring recess

Spring classes end

Convocations

Tues May 18th

Tues May 18th

Wed May 19th

GSAS Master's Convocation

GSAS Doctoral Convocation

All-University Commencement (tentative)

Summer Term

Mon May 24th

Summer classes begin

Mon May 31st
 June and July TBA
 Mon July 5th
 Sun Aug 15th

Memorial Day, no classes
 Master's College New Student Events
 Independence Day (observed), no classes
 Summer classes end

Schedule of DGS Meetings for 2020-2021*

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

MEETING DATE	TIME	LOCATION
Thurs September 10, DGS Orientation	11-12:30pm	Remote via Zoom
Mon September 14, DGS Orientation	11-12:30pm	Remote via Zoom
Wed September 23, Master's and Doctoral	10-11:30am	Remote via Zoom
Tues October 27, Doctoral	10-11:30am	Remote via Zoom
Wed November 18, Master's	10-11:30am	Remote via Zoom
Thurs February 25, Doctoral	10-11:30am	Kimmel Center, Room 914
Wed March 24, Master's	10-11:30am	Kimmel Center, Room 914

*Meeting dates and times are subject to change. In the event of a change to an existing meeting or the scheduling of an additional meeting, DGSes will be notified via email.

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/academics/academic-calendar.html>

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, and take whatever official action is needed, including placing students on probation. Check the progress of students already on probation.
- Review course offerings for the upcoming semester and beyond. If a topics 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>.
- Remind your students of the GSAS policy on academic integrity <https://gsas.nyu.edu/about-gsas/policies-and-procedures/gsas-statement-on-academic-integrity.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>.
- Review and make updates to your admissions materials and website information.

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) plus those at the Abu Dhabi, and Shanghai campuses typically require 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 and 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.
- [Fall Admissions] Graduate Enrollment Services begins accepting nominations for diversity award programs.

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 issues involving...

GSAS administration and staffing concerns:

Dean Phillip Brian Harper, gsas.dean@nyu.edu

Academic affairs:

Assistant Dean Allan Corns, allan.corns@nyu.edu

Student affairs:

Assistant Dean Tiffany Simon, tiffany.simon@nyu.edu

Graduate admissions and GSAS administration:

Associate Dean David Giovanella, david.giovanella@nyu.edu

Questions on financial aid and work of the Master's College:

TBA

Questions on Professional Development and the Public Humanities Initiative:

Assistant Dean Aida Gureghian, aida.gureghian@nyu.edu

The Inter-University Doctoral Consortium and student request policies and processing

Li Cao, Assistant Director of Academic Affairs, li.cao@nyu.edu

Student health and wellness issues and co-curricular programing questions:

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

Convocation ceremonies (faculty Issues only):

Kris Choe, Events Administrator and Special Projects Analyst, kris.choe@nyu.edu

Fellowship competitions:

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

DGS Meetings and the all-University Graduate Program Committee:

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

DGS Appointments

Alexandra Drummond, Administrative Aide, alexandra.drummond@nyu.edu

Here is a complete listing of all services we provide and who you should contact

<http://gsas.nyu.edu/about-gsas/resources-for-administrators---staff/gsas-services-directory.html>

Useful Links

Directory for GSAS Administration

<http://gsas.nyu.edu/about-gsas/resources-for-administrators---staff/gsas-administrative-units.html>

Putting names with faces, these are the GSAS administrative staff who work to assist you with any sort of programmatic issues you may have.

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 recruitment, 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 provides 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.