Policy on Director of Graduate Studies

The Director of Graduate Studies (DGS) is elected from and by the Graduate Faculty in Oral Biology to lead the Graduate Program in Oral Biology.

1. RESPONSIBILITIES
The DGS is responsible for the following:

- Oversight of Program curriculum, including review and submission of curriculum changes, new and revised courses, and maintenance of existing courses.
- Providing students with orientation, program policies, program expectations, operational standards, and other necessary information.
- Assignment of advisers and provision of additional student advising as needed.
- Review, approval, tracking of student admissions, student progress, petitions, degree programs, and thesis committees.
- Management of graduate faculty appointments, including nomination, voting, continuation, and appointment of committee members external to the University.
- Program compliance with University and Graduate School policies and procedures.
- Maintenance of Graduate School Catalog and other program communication and marketing materials.
- Communication of Program status as needed with Graduate Faculty, students, and School of Dentistry administration.
- Administration of Program personnel, files, budget, and daily operations.

2. QUALIFICATIONS
The DGS must be a member in good standing of the Graduate Faculty in Oral Biology with experience (preferably at least 3 years) in teaching graduate level courses, advising graduate students, and serving on graduate examining committees, preferably as Chair.

3. SELECTION AND TERM
Candidates for DGS may be nominated by members of the Graduate Faculty in Oral Biology or self-nominated. In the absence of faculty nominations, the DGS may be selected by the Dean of the School of Dentistry. DGS nominees will first be reviewed by the Oral Biology Steering Committee to verify they fulfill the basic qualifications for the position, and then will be elected by the entire Graduate Faculty in Oral Biology with a simple majority required for election. Voting will be conducted in person at a meeting of the Graduate Faculty in Oral Biology. Faculty members unable to attend will need to e-mail or otherwise provide their votes in advance of the meeting. The DGS will serve a 3-year term that may be extended by faculty re-election or reappointment by the Dean if there are no other nominees.

4. REPORTING
The DGS will report to the School of Dentistry’s Dean or Dean’s designee and indirectly to the Dean of the School of Dentistry. The DGS will also confer with the Graduate Program’s Steering Committee as needed, as well as any Graduate School committees mandated by the Dean of Graduate Education.

5. REMOVAL AND TERMINATION
The DGS may resign voluntarily from the position at any time. If the Graduate Faculty determines the DGS is unable or unwilling to execute the responsibilities of the position, a simple majority vote will terminate the appointment. An interim DGS may be appointed by the School of Dentistry’s Dean or Dean’s designee until a nomination and election process can be conducted as described above.