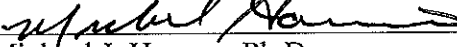


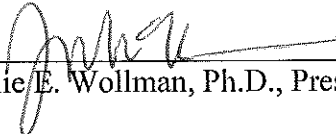
EDINBORO UNIVERSITY OF PENNSYLVANIA

GRADUATE PROGRAM HEAD STATUS

Policy No. B004
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Supersedes Policy No. B004, Dated 5/3/91, 4/8/94 and 7/1/02

Recommended for Approval by 
Michael J. Hannan, Ph.D.
Interim Provost & Vice President for Academic Affairs

Approved by  on 6/4/13
Julie E. Wollman, Ph.D., President Effective Date

Review Date: As Required

INTENT

The purpose of this policy is to establish the role and function of program heads at the graduate level. Program heads fulfill a very specific need in the identification, evaluation, and advisement responsibilities to graduate students. They are actively involved in graduate governance, providing important input into decisions affecting graduate education at Edinboro University.

POLICY

The Dean of Graduate Studies and Research may appoint a faculty member as head of any graduate program. Individuals identified to serve as heads of graduate programs must be full members of the Graduate Faculty.

Graduate program heads will normally serve for a period of three years. A program head may be removed prior the expiration of his/her term through mutual agreement of the academic dean and the Dean of the School of Graduate Studies and Research. The term may be renewed.

Graduate program heads will be responsible for the following activities:

1. Respond to external inquiries about the graduate program.
2. Establish criteria for admission into the program.
3. Advise graduate students and/or designate student advisors.
4. Evaluate transfer credits for applicability to the degree.
5. Recommend graduate course offerings to department chair.
6. Serve on the Graduate Council.
7. Develop recruiting strategies for the attraction of new students to the program.
8. Ensure the program website is accurate and current.
9. Keep program Plans of Study correct and current.

10. Ensure the program meets all relevant state, federal and PASSHE requirements.
11. Perform program review/periodic assessment and data collection for the School of Graduate Studies and Research.
12. Monitor implementation of accreditation standards.
13. Coordinate the assessment of student learning outcomes.
14. Evaluate graduate records for completion of degree requirements.
15. Develop new programming tracks within the degree program, as appropriate.
16. Provide advice to the academic deans regarding graduate education.
17. Serve as an advocate for the graduate program and for graduate education in general.

PROCEDURE

Recommendations for graduate program head status may be made by the department chair to the Dean of the appropriate school. The Academic Dean may recommend the graduate program head to the Dean of the School of Graduate Studies and Research. Appointments may be made by the Dean of Graduate Studies and Research in consultation with the appropriate school dean.

6-4-13