

## **GRADUATE PROGRAM DIRECTOR in SOM – DUTIES AND RESPONSIBILITIES** (Estimated time requirement = 20% FTE; may be adjusted with program size and responsibilities)

### **Definition of a Program** (from Graduate Council Bylaws)

The word “Program” shall refer to a department, interdepartmental committee or other School of Medicine administrative unit that has received approval from the Faculty Council and has been accredited to offer an educational program leading to the Master’s or Ph.D. degree. A Program with a single administrative structure that oversees training for one or more degrees (e.g., Master’s and Ph.D or graduate certificate) shall be considered to be one program. “**Program Director**” shall refer to the department chair, chair of the interdepartmental committee, or director of the administrative unit responsible for overseeing the Program. Responsibility for representing the program may be delegated to a member of the program faculty when deemed appropriate by the Program Director.

### **General Expectations**

1. Know the bylaws and policies that apply to graduate education at OHSU
2. Be familiar with the literature on graduate education nationally, and on NIH/NSF and other university and professional accreditation boards policies and trends.
3. Advise and collaborate with the Associate Dean of Graduate Studies in initiatives impacting graduate programs.
4. Participate on committees for Graduate Studies
5. Serve as a resource for faculty and students in their program
6. Be familiar with OHSU’s Core Competencies, and their program’s student learning outcomes
7. Collaborate with and provide regular direction to their program staff, academic coordinators or education managers

### **Responsible for (either directly or delegate)**

1. Leadership, direction, and organization of their program
2. Budgeting and responsible fiscal oversight of their program
3. Supporting philanthropic activities, including collaborating with the OHSU Foundation
4. Representation and participation on Graduate Council (and report back to faculty)
5. Ensure their program provides an inclusive environment for a diverse student body
6. Oversight of:
  - a. Recruitment of students to their program
  - b. Selection and Admission of students into their program
  - c. Matriculation/Orientation
  - d. Retreats
  - e. Student progress (e.g., monitor DAC/TAC meeting reports, coursework, clinical rotations, milestones, exams)
  - f. Curriculum assessment and reporting, refinement and development of the curriculum
  - g. Approval of advisory and exam committees, mentor and committee member assignments, degree changes and other petitions to the registrar on behalf of their students
  - h. Program policies and procedures
  - i. Development, maintenance, and evaluation of research, clinical, community and other rotation sites to student experiential learning (program dependent)
  - j. Graduate faculty who are engaged in their program
7. Meet with faculty and students in the program annually to describe the state of the program and program outcomes, responses to student input and planned/initiated educational innovations including those that promote an inclusive learning environment.
8. Report to Associate Dean Graduate Studies, School of Medicine and/or the University Provost
9. Report to University Assessment Council on program success, innovations and outcomes
10. Report (program dependent) to accrediting bodies and professional organizations.
11. Student mentoring and advising:
  - a. assign mentors to incoming students
  - b. meet individually with every student in the program once a year
  - c. be a resource for students, especially for students experiencing challenges (for example with their mentor, funding, research or clinical experiences).

- d. inform students of opportunities and support services on campus
- e. identify and take advantage of novel opportunities for students
- f. identify, create and implement strategies to address student inability to make academic or professional progress or meet program milestones

**Represent graduate programs within SOM and OHSU and to non-OHSU organizations:**

1. Participate in University and School of Medicine education-related committees, e.g., Graduate Council
2. Work with faculty and administration at local colleges and universities to maintain and enhance educational opportunities for OHSU students and non-OHSU students
3. Contribute to student recruitment at the program, SOM and OHSU levels (equity efforts, preparation of recruitment materials for faculty and participation in recruitment activities)

*Approved SOM Graduate Council 9 May 2023*