Director of Graduate Studies

Orientation
Program
& Handbook

Wednesday, August 16, 2017
The Commons, Spooner Hall

Graduate Studies
The University of Kansas
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August 16, 2017

Dear Colleague,

As a Director of Graduate Studies (DGS), you perform a vital role in your department and on this campus. As an often unrecognized contributor to the success of your degree program, we thank you for your dedication to graduate education at the University of Kansas. I hope you find this service to be a rewarding experience in your faculty career at KU.

The activities of a DGS require a set of expertise that may not be necessarily obvious or immediately intuitive. We have created today's orientation session and this handbook to assist you to become familiar with and prepare for the demands of this position. Some of those calls on your time and attention you will already have anticipated, and some may surprise you.

Besides the Office of Graduate Studies, there are many other resources inside your department and across campus of which you can avail yourself as you meet the challenges and the opportunities of your new role. My hope is that we can connect you to some of these resources, and that the presentations and discussions in the orientation, along with the information provided in this handbook will enhance your effectiveness in your graduate leadership role.

I appreciate your willingness to support KU’s graduate students and encourage you to call on us in the Office of Graduate Studies if you need help. If there are ways in which this handbook or any other work that we do can be improved, please let us know.

Sincerely,

Michael C. Roberts
Dean, Graduate Studies
Program

Refreshments, Light Snacks, and Materials  8:30 am
Grab coffee/refreshment, light snacks, and handouts

Introductions and Upcoming Deadlines  8:40 am
Dean Michael Roberts and Graduate Studies Staff

Administrative Support for International Students  9:00 am
Associate Vice Provost for International Programs, Charlie Bankart

Break  9:45 am

Administrative Support for Graduate Student Services  10:00 am
Vice Provost for Undergraduate Studies, DeAngela Burns-Wallace

DGS Scenarios  10:10 am
Participants review and discuss common scenarios that DGS’s receive; Vice Provost Burns-Wallace, Vice Provost Brown, and Associate Vice Provost Bankart participate in discussion

Review DGS Scenarios  10:40 am
Groups report scenario and conclusion to large group

Administrative Support for Diversity, Inclusion, and Equity  11:00 am
Vice Provost for Diversity, Equity, and Inclusion, Jennifer Hamer

Administrative Support for Faculty Development  11:30 am
Vice Provost for Faculty Development, Chris Brown

Lunch  12:00 pm

School Sessions  1:00 pm – 3:00 pm
College Office of Graduate Affairs and Graduate Studies Staff
College of Liberal Arts and Sciences: stay in Spooner; all other schools are scheduled until 2:00 pm in the Sabatini Multicultural Resource Center
What is a DGS?

What is the role of a director of graduate studies (DGS) at KU? A director of graduate studies is a faculty member from a respective program who serves as the representative of all things graduate for that unit. While the individual duties vary from program to program, this may encompass any and all aspects of the graduate student trajectory – from recruitment to admission and matriculation, from first year transitions to dissertation completion, and into placement and alumni relations. Graduate directors will become familiar during their tenure with a host of school, Graduate Studies, and university policies and processes that support graduate education at KU. Whether you are a seasoned veteran or a first-time director, welcome to your role!

The Council of Graduate Schools provides a broad summary of the role of a DGS in the publication, “The Central Role of the Director of Graduate Studies: Ten years of data from a mid-sized public university,” by Peterson, Chesak, Saunders, & Wiener (handout and pdf provided).

Notes

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Recruitment

A variety of resources are available to programs and departments to support recruitment efforts.

**Office of Public Affairs, Marketing Communications**

Graduate departments and programs may utilize the resources of marketing communications to create recruitment materials. Marketing Communications is, “a team of experts in all areas of marketing communications — branding, writing and editing, design, Web, social media, video, and photography.” Examples of recent projects, and KU themed logos and templates are available on their website, [http://publicaffairs.ku.edu/marketing](http://publicaffairs.ku.edu/marketing).

**Prospect CRM**

In support of graduate program recruitment, Graduate Studies works with programs to create robust campaigns in *Prospect*, a software product that allows graduate programs to manage prospective graduate student inquiries from first contact through matriculation. For more information, contact Abby Ehling, Assistant Director of Graduate Admissions ([aehling@ku.edu](mailto:aehling@ku.edu)), or your respective Graduate Admissions representative:

- School of Engineering, College of Liberal Arts & Sciences, and School of the Arts: Brea Cudney, [brea.cudney@ku.edu](mailto:brea.cudney@ku.edu)
- Schools of Architecture, Business, Education, Journalism, Law, Music, Pharmacy, and Social Welfare: Holly Shriner, [hshriner@ku.edu](mailto:hshriner@ku.edu).

See the Appendix for examples of communication templates (Note: communications will be updated to the new *brand* this year; examples are in the appendix).

Additionally, the Self Graduate Fellowship purchases names of prospective applicants from Educational Testing Services’ GRE list, and limited funds may be available for programs that are not eligible for Self Graduate Fellowship funds (funding is pending). Contact Abby Ehling, Assistant Director of Admissions, ([aehling@ku.edu](mailto:aehling@ku.edu)), for additional information.

**Brochures and tablecloth**

When programs/departments travel for recruitment purposes, Graduate Studies is happy to provide recruitment materials, including KU Graduate Studies brochures. The office is also able to loan out a KU pop-up banner and tablecloth, and has a limited supply of promotional items.

**Faculty web resources**

Additional resources for recruitment are hosted on the Faculty/Staff section of our website.

**Graduate fairs**

Graduate Studies and the Self Graduate Fellowship offices attend targeted fairs throughout the year. Programs are encouraged to share materials with Graduate Studies to share with prospective applicants. Fall 2017 conferences so far include:

- Florida A&M
  September 6 – 8, 2017
- Washburn Career and Graduate School Fair and Graduate Salute
  September 13, 2017
Haskell Transcending Research Innovative Opportunities (TRIO) Graduate and Professional School Conference and Fair
September 21, 2017

McNair Heartland Research Conference and Graduate Recruitment Fair
September 22 – 24, 2017

Purdue University Big Ten + Graduate School Expo
September 24 – 25, 2017

Alabama Connection Graduate and Professional School Expo
October 2 – 5, 2017

SACNAS (Advancing Chicanos/Hispanics and Native Americans in Science)
October 19 – 21, 2017

ABRCMS (Annual Biomedical Research Conference for Minority Students)
November 1 – 4, 2017

Midwest Graduate and Professional School Summit at Purdue University
November 11, 2017

More information about the Self Graduate Fellowship’s recruitment schedule is available at https://selfgraduate.ku.edu/recruitment.

If programs are interested in sharing materials at these fairs, e-mail graduate@ku.edu.
Funding

Graduate Studies funding opportunities
Graduate Studies offers funding for graduate students in the categories noted below.

Please refer to this list of deadlines:

09/05/2017 University Graduate Fellowship Applications
09/11/2017 Graduate Recruitment Support Applications
01/29/2018 New Student Scholarship Nominations
02/26/2018 Summer Research Scholarship Nominations
02/26/2018 Byrd Graduate Educator Award Nominations, GTA Award Nominations,
Distinguished Service Award Nominations
02/26/2018 Graduate Support Staff Award
03/7/2018 Eisenhower and Truman Scholarship Nominations
04/09/2018 Argersinger Dissertation Award Nominations

University Graduate Fellowships: Application deadline: 09/05/2017
For the 2018-2019 academic year, Graduate Studies anticipates distributing approximately
$1,000,000 in university graduate fellowship (UGF) funding to doctoral programs. Applications
may be submitted at https://graduate.ku.edu/university-graduate-fellowships.

Graduate Recruitment Support Awards: Application deadline: 09/11/2017
For the 2017-2018 academic year, Graduate Studies anticipates distributing approximately
$30,000 to programs in their efforts to recruit underrepresented students. Awards will not
exceed $2,000 unless the application is a collaborative effort between multiple departments.
Applications may be submitted at: https://graduate.ku.edu/graduate-recruitment-support-awards.

Scholarships, New Students Nomination deadline: 01/29/2018
Nominations are limited to two per program/department and must be ranked by the department.
For each student nominated, departments should indicate all scholarships for which the
nominees are qualified. These $5,000 scholarships include:

- Mary Elizabeth and Andrew P. Debicki Scholarship
- Graduate Studies Diversity Scholarship
- Dorothy Clark Lattice Scholarship
- John H. Nelson Scholarship
- Dr. Laiten L. and Verna Nye Camien Scholarship
- Fred G. Soxman Memorial Scholarship
- Jane Harris Scholarship
- William Belt Scholarship
Student Scholarships, Continuing Students
Nomination deadline: 03/07/2018
- Dwight Eisenhower/Clifford Roberts Graduate Fellowship (student application with letters of recommendation)
- Harry S. Truman Good Neighbor Awards, Henry J. Talge Memorial Scholarship (by department nomination)

Summer Research Scholarships:
Nomination deadline: 02/26/2018
The Office of Graduate Studies is pleased to offer Summer Research Scholarships for the 2018 Summer Session. The stipend is $5,000. Nomination is by department only. Preference will be given to doctoral students who will have completed their comprehensive exams by the last day of class for the 2018 Spring semester. Enrollment in the 2018 Summer Session is required. It is expected that the summer research scholarship would be the student's primary form of support during the summer and that the student would not hold a GTA/GRA/GA appointment concurrent with the award.

Awards and Recognitions
Nomination deadlines vary
Graduate Studies also provides recognitions that include monetary awards. These include:

- Byrd Graduate Educator Award Nomination deadline 02/26/2018
- Graduate Teaching Assistant Awards Nomination deadline 02/26/2018
- Distinguished Service Awards Nomination deadline 02/26/2018
- Outstanding Graduate Support Staff Award Nomination deadline 02/26/2018
- Argersinger Dissertation Award Nomination deadline 04/09/2018
- Research Presentation Awards from the annual research competition

Graduate Student Scholarly Presentation Travel Fund
Rolling application by student
The Graduate Scholarly Presentation Travel Fund is available to Lawrence campus graduate students only. Students must be presenting a paper or the disciplinary equivalent at a national or regional meeting of a learned or professional society. A student may receive an award ($500) only once, and funds are available on a first-come, first-served basis.

Doctoral Student Research Fund Application: Tentatively set to open in September and January
The Doctoral Student Research Fund is designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree.

In its second year: KU Tuition Grant (KUTG) April 15, 2018
Grant is for students with financial need who do not have a GRA or GTA appointment. Priority will be given to students who file a Free Application for Federal Student Aid (FAFSA) by April 15, 2018. Some awards may be available for students who begin in the spring semester. Awards cover at least $900 in tuition each semester.

New: Graduate Student Emergency Fund Accepted year round
Limited funds are available to support students in adverse situations to complete their degree.

New: Self Graduating Senior Fellowship TBD
The Madison and Lila Self Graduating Senior Fellowship will be distributed to incoming master’s and doctoral students for the 2018-2019 academic year. More information about the fellowship will be shared this year.
Council of Graduate Schools (CGS) April 15 Resolution
The University of Kansas is a signee to this resolution, which has been a standard in graduate education for decades and states: “Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15…”

Funding includes all offers of funding, including scholarships, fellowships, assistantships, and signing bonuses.

See the Appendix for the full resolution and list of CGS member institutions that support the resolution.

External funding: http://graduate.ku.edu/funding
Graduate Studies provides a series of fall workshops for students focused on applications to a small number of external fellowships. Graduate programs are strongly encouraged to look to increase the number of applications made by students for external fellowships. The fellowships that Graduate Studies conducts workshops on include:

National Science Foundation Graduate Research Fellowships  Deadlines in October/November
Workshop: September 5, 12 pm – 1 pm, Jayhawk Room, Kansas Union

The purpose of the NSF Graduate Research Fellowship Program (NSF GRFP) is to help ensure the vitality and diversity of the scientific and engineering workforce in the United States. The program recognizes and supports outstanding graduate students who are pursuing research-based master’s and doctoral degrees in fields within NSF’s mission. The GRFP provides three years of support for the graduate education of individuals who have demonstrated their potential for significant achievements in science and engineering research.

National Science Foundation Dissertation Improvement Grants  Deadlines in October/November
Workshop: October 4, 12 pm – 1 pm, Pine Room, Kansas Union

This workshop presents information on the National Science Foundation Doctoral Dissertation Improvement Grants and how to apply for them. These grants help doctoral students in social, behavioral, and economic sciences, and selected areas of the biological sciences, to improve their dissertation: for examples, to purchase items not normally available through the student's university, to undertake significant data-gathering projects, or to conduct field research in settings away from their campus that would not otherwise be possible.

Ford Foundation Fellowships  Deadlines in November
Workshop: September 5, 12 pm – 1 pm, Parlor Room, Kansas Union

Ford Foundation Fellowships are sponsored at the predoctoral, dissertation, and postdoctoral level by the National Academy of Sciences. The Ford Foundation seeks to increase the diversity of the nation’s college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

A full listing of Graduate Studies workshops and events open to students is available at: https://graduate.ku.edu/upcoming-events
Comparative Data & Goal Setting

Graduate Studies has partnered with the Office of Institutional Research and Planning (OIRP) to provide graduate programs with data and information that may be utilized for program planning and goal setting.

Program Profiles
The seventh annual doctoral program profiles were released in summer 2017. Each profile includes data on faculty, enrollment, admissions, financial support, the number of degrees completed and postdoctoral plans. Master’s program profiles were provided for the third time in summer 2017. If you have questions about your program profile, or suggestions, please contact Amanda Ostreko at amandao@ku.edu.

Admissions tables show average number of applicants, admissions, and enrollments in the program during the application cycles. Master’s program tables show averages for the three most recent spring/summer/fall application cycles; doctoral profiles show averages for summer/fall cycles. When available, GRE scores and GPA data from previous institutions are included in averages. Beginning with the FY 2013 reports, GRE scores have been converted into the current score ranges to allow comparisons over time.

Student support includes any assistance disbursed through or recorded in the university HR Pay, financial aid, student financials, or third party payment systems. Assistantship data is calculated for 9 months, and includes appointments in departments other than the students’ program, including on the Medical Center campus, if applicable. Other support includes assistance received during the academic year as of that date. Other institutional support may include tuition waivers and adjustments; scholarships, grants, and fellowships; and other grant-funded or institutional support. Some external support may not be included.

Departmental Faculty includes tenured and tenure track faculty, regular and temporary instructors, and other instructional faculty paid by the department governing this program. Faculty counts are taken in October of each year and may include faculty administrators and tenured faculty on phased retirement.

Enrollment and demographic counts are included for the most recent fall and averaged for the previous three fall semesters.

Degree counts and time to degree data are included for the previous six years, in three-year increments. Time to degree calculations are based on time elapsed from the first semester enrolled as a degree-seeking graduate student in the program’s department to the graduation term.

Postdoctoral plans as reported on the Survey of Earned Doctorates at the time of dissertation submission are included for the most recent five years available. Type of employer or further training type is collected only for students with firm postdoctoral plans.
Graduate Student Satisfaction Survey
The Graduate Student Satisfaction Survey was conducted in spring of 2016. Results were shared with individual programs in the fall semester of 2016. Questions about the survey results should be directed to Amanda Ostreko at amandao@ku.edu.

Academic Information Management System (AIMS)
AIMS data are available in DEMIS. AIMS provides administrators with resources for evaluating and planning at the school and department level, and provides several commonly used trend data items. AIMS contains data elements required by the Kansas Board of Regents Program Review, as well as data items requested by the Provost Office.

Visual Analytics, Tableau
Tableau is intended to provide management information through interactive dashboards for academic and administrative units. Data originating from various KU student and financial systems are fed to the dashboards on a daily, weekly, monthly or term basis from the university data warehouse. A subset of these dashboards are open to all faculty and staff, while others require authorization from the dashboard owner.

Graduate Studies has partnered with OIRP to create and share departmental data in the areas of admissions, enrollment, degrees, stipends, and student debt. Summaries of the Graduate Studies’ dashboards are in the Appendix. For access to these data, e-mail graduate@ku.edu.

Additional Data for Planning
Graduate programs are encouraged to utilize the information from the program profiles, graduate student satisfaction survey, AIMS, and Tableau as part of the departmental program planning process. If there are other data that would be useful to the program in this endeavor, please contact Amanda Ostreko at amandao@ku.edu.
Resource Guide

Graduate Studies staff guide

The Dean of Graduate Studies oversees three units; the Graduate Studies Office, Graduate Military Programs, and the Self Graduate Fellowship Program. Below is a staff listing of each unit, followed by a guide of who to contact regarding graduate studies policies and practices.

### Graduate Studies:

- **Michael C. Roberts**, Dean, Graduate Studies, [mroberts@ku.edu](mailto:mroberts@ku.edu), 4-8040
- **Amanda Ostreko**, Assistant Dean, [amandao@ku.edu](mailto:amandao@ku.edu), 4-8040
- **Damon Talbott**, Program Coordinator, [dtalbott@ku.edu](mailto:dtalbott@ku.edu), 4-1723
- **Amber Roberts Graham**, Policy Coordinator, [amberts@ku.edu](mailto:amberts@ku.edu), 4-7332
- **Sara Gillahan**, Accounting Specialist, Campus and Administration Shared Service Center, [sgillahan@ku.edu](mailto:sgillahan@ku.edu), 4-4062
- **Andrew Beets**, Scholarship, Fellowship, and Awards Specialist, [Abeets@ku.edu](mailto:Abeets@ku.edu), 4-3107
- **Abby Ehling**, Assistant Director, Graduate Admissions, [aehling@ku.edu](mailto:aehling@ku.edu), 4-3176
- **Holly Shriner**, Graduate Admissions Coordinator, [hshriner@ku.edu](mailto:hshriner@ku.edu), 4-4239
- **Brea Cudney**, Graduate Admissions Specialist, [brea.cudney@ku.edu](mailto:brea.cudney@ku.edu), 4-2536
- **Janet Lukehart**, Administrative Assistant, [jlukehart@ku.edu](mailto:jlukehart@ku.edu), 4-8040
- **Jessy Ayestas**, Graduate Assistant, [ayestas@ku.edu](mailto:ayestas@ku.edu), 4-5768
- **Spencer Shanks**, Graduate Assistant, [spencer.shanks@ku.edu](mailto:spencer.shanks@ku.edu), 4-5191

### Graduate Military Programs:

- **Mike Denning**, Director, [gmidenning@ku.edu](mailto:gmidenning@ku.edu), 4-1684
- **Randy Masten**, Assistant Director, [RandyMasten@ku.edu](mailto:RandyMasten@ku.edu), 4-7455

### Self Graduate Fellowship

- **Stefani Buchwitz**, Program Manager, [buchwitz@ku.edu](mailto:buchwitz@ku.edu), 4-3174
- **Amy Benoit-Warlick**, Recruitment Coordinator, [ABW@ku.edu](mailto:ABW@ku.edu), 4-7238
- **Tammie Zordel**, Administrative Associate, [tzordel@ku.edu](mailto:tzordel@ku.edu), 4-7249

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**If you have a question about:**

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<thead>
<tr>
<th>Contact</th>
<th>If you have a question about:</th>
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<tbody>
<tr>
<td>Abby Ehling/Holly Shriner/Brea Cudney</td>
<td>Admission process/applications</td>
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<tr>
<td>Abby Ehling/Holly Shriner/Brea Cudney</td>
<td>Credential evaluations</td>
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<td>Abby Ehling/Holly Shriner/Amanda Ostreko</td>
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<td>Abby Ehling/Amber Roberts Graham</td>
<td>Recruitment</td>
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<tr>
<td>Amanda Ostreko/Abby Ehling</td>
<td>Graduate Studies policies</td>
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<td>Amber Roberts Graham</td>
<td>Executive Council of Graduate Faculty</td>
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Executive Council Members: 2017-2018

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<tr>
<th>Name</th>
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<td>DeLuca, Thomas</td>
<td>Education</td>
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<td>L'Heureux, Marie-Alice</td>
<td>Architecture and Design</td>
<td>2019</td>
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<td>Business</td>
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<td>Ex officio</td>
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<tr>
<td>Roberts, Michael C.</td>
<td>Graduate Studies</td>
<td>Ex officio chair</td>
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</table>
Resources for your students on the graduate school TRAC (Teaching, Research, Academics, and Career development)

Graduate Studies partners with various campus units to provide professional development opportunities to graduate students in four thematic areas: Teaching, Research, Academics, and Career development. The following website provides information on resources that may be of interest to you and your students: http://graduate.ku.edu/professionaldevelopment.

Graduate Studies Facebook page & Twitter account
Graduate Studies regularly posts professional development articles on our Facebook page at:
https://www.facebook.com/KUGradStudies
https://twitter.com/KUGradStudies

A full listing of Graduate Studies workshops and events open to students is available at:
https://graduate.ku.edu/upcoming-events
Appendix

Sample *Prospect* Communication Templates

Header goes here.


graduatedm@ku.edu | 785-864-3140
Twitter | Facebook | Instagram
Header goes here.


CALL TO ACTION BUTTON

graduateadm@ku.edu | 785-864-3140
Twitter | Facebook | Instagram
Sample headline goes here.


Sidebar content

Here is some body copy, so a block of content would work just fine in this space.

List header

- You can also include some bullet points here.
- Like this
- And this.

KU Graduate Studies
graduate@ku.edu • 785-864-8040
Sample headline goes here.


Sidebar content

Here is some body copy, so a block of content would work just fine in this space.

List header

- You can also
- include some
- bullet points here.

Like this
And this.

KU Graduate Studies
graduate@ku.edu • 785-864-8040
Tableau Dashboards

https://visualanalytics.ku.edu
Login with your KU online ID and password

Graduate Studies Workbooks

Click on “Home,” then “Graduate Studies.”

Graduate Admissions

Admissions data represent point-in-cycle totals. Data are compared weekly between years. For example, admission totals one week before classes for fall 2013 may be compared to admission totals one week before the start of fall 2014 classes. These data are provided to assist graduate programs with enrollment planning; these are not official totals for a given term and should not be used for official reporting purposes.

Graduate Clearinghouse

The National Student Clearinghouse (NSC) tracks student enrollments at participating higher education institutions. Each year, KU requests NSC data on students who were KU applicants. These charts are based on information reported to the NSC for financial aid purposes. Note that only institutions that report data to the NSC are included and that very few international students are part of these totals. These data allow programs to see where students enrolled if they did not attend KU. Data can be parsed by admitted students or all applicants.

Graduate Metrics

This workbook provides ten years of historical information on graduate programs, including majors, GTA/GRA/GA counts and degrees awarded. Many of these data are also available in AIMS.

Graduate Student Stipend

This workbook charts comparative graduate student stipend data from member institutions in the Association of American Universities Data Exchange (AAUDE). Per KU’s agreement with AAUDE, data from other institutions cannot be identified with the institution name; two-digit numbers are used to identify peer institutions. KU data are noted. Each dashboard alphabetically lists the names of the institution being used on the dashboard, but there is no relationship between the list and the codes on the dashboard.
Financial Aid and Scholarships Workbook

Click on “Home,” then “Financial Aid and Scholarships.”

Graduate Student Debt

This workbook charts graduate student loan data for the Aid Years 2011-2016. These data include loan information for the graduate degree career; undergraduate debt totals are not included in these charts.

Questions about any of these dashboards should be directed to graduate@ku.edu.
CGS April 15 Resolution