

## Guidelines for Graduate Program Directors

*Graduate Program Directors (GPD)* are expected to provide academic leadership and oversight for their respective programs. The GPD will work closely with the *Graduate Program Administrator (GPA)* and liaise, where necessary, with the *Vice-Provost and Dean* and *Associate Dean of YSGS*, the *Dean and Associate Dean, Graduate Studies* of their home Faculty (where applicable), and their *Department Chair or School Director* (where applicable). The GPD must be familiar with Senate policies and YSGS guidelines relevant to graduate studies.

Below is a list of five key areas relevant to the role of the GPD. They are not exhaustive and will vary by program.

### **1. Academic leadership**

- a. Provides direction and academic guidance for program students and faculty
- b. Ensures the proper and expedient flow of information between the program, the GPA, home Faculty and YSGS
- c. Co-ordinates the assignment of faculty advisors/supervisors
- d. Acts as a mediator in cases of conflict resolution between faculty/supervisors and students

### **2. Program management**

- a. Reviews and approves student academic progress each term with the assistance of the GPA
  - i. Reviews and approves Academic History/Grade reports
  - ii. Reviews Progress Reports
    1. Provides feedback to faculty who submit unsatisfactory reports
- b. Academic appeals
  - i. Handles Program Level appeals in a fair and transparent manner
    1. Consults with affected faculty
    2. Responds within 10 working days to appeals; deviation from this can result in an appeal at the YSGS level based on procedural error
- c. Overall responsibility for the program budget
- d. Develops and maintains committees appropriate for the Program, such as Program Council, Admissions, Appeals, Scholarships
- e. If applicable, assignment of space and GAs
- f. If applicable, assisting with accreditation issues

### **3. Curriculum oversight**

- a. Provides oversight for changes to program curriculum
- b. Liaises with Department Chair(s) and School Director(s) with regards to graduate course delivery and sequencing

**4. Recruitment and admissions**

- a. Works with Faculty Dean and Associate Dean, faculty, GPA and Admissions Officers on recruiting strategies and implementation
- b. Reviews applications and approves admissions decisions
- c. Oversees distribution of financial support for prospective students
- d. Handles inquiries and communicates with prospective students
- e. Outreach:
  - i. Ensures accuracy of program website
  - ii. Holds information sessions for Ryerson undergraduate students in relevant Departments
  - iii. Holds open houses for prospective students from outside Ryerson

**5. Program review and development**

- a. Provides periodic program review
- b. Manages development of new graduate programs and graduate diplomas

**Online Resources**

[Yeates School of Graduate Studies](#)  
[Ontario Ministry of Training, Colleges and Universities](#)  
[Council of Graduate Schools](#)  
[Canadian Association for Graduate Studies](#)

**Ryerson Graduate Policies**

[All Senate policies pertaining to graduate education](#)

Senate policies of special relevance to GPDs:

[Policy 60: Student code of academic conduct](#)

[Policy 112: Development of new graduate programs](#)

[Policy 126: Periodic program review of graduate programs](#)

[Policy 127: Curriculum modifications: graduate programs](#)

[Policy 142: Graduate admissions and studies](#)

[Policy 151: Course management](#)

[Policy 152: Graduate student academic appeals](#)