

Roles and Responsibilities of Faculty-Level Graduate Studies Coordinator

The Graduate Studies Coordinator has the following primary roles and responsibilities:

Promotion and Facilitation of Equity, Diversity and Inclusion in Graduate Programs

1. Acknowledge and promote respect for Indigenous people and knowledge
2. Ensure all graduate programs follow best practices of inclusion, including appropriate training for committee members and supervisors

Promotion and Leadership of Growth in Graduate Programs within the Faculty

1. Chair the Faculty-level Graduate Studies Committee
2. Together with the GS Committee, Department Chairs (if applicable) and Faculty Dean, direct the unit's current graduate programs as outlined in the UPEI Academic Calendar, and draft proposed graduate programs
3. Coordinate the arrangements for graduate student thesis defenses and dissertations, ensuring the appropriate composition of examiners and a time and location for the public seminar and examination
4. To review academic records of graduate students and notify the Registrar's Office and the home Faculty Dean when all requirements for the degree have been satisfied
5. Coordinate transparent processes supporting the administration of graduate student support, awards, and nominations
6. Together with the head of the academic unit (Department Chair or Dean), make reasonable efforts toward changing of graduate supervisors if it should become necessary
7. Make reasonable efforts to connect prospective students with supervisors
8. Coordinate collection and synthesis of progress reports to be reviewed by the GS Committee submitted by the student together with their supervisor at least twice per year
9. Together with the head of the academic unit (Department Chair or Dean), oversee graduate students and address instances in which the student is not fulfilling their responsibilities, including failure to meet academic standards. Initial attempts to resolve situations should occur within the academic unit, followed, if necessary, by consultation with the home Faculty Dean and the Dean of Graduate Studies
10. Consult with the GS Committee and head of the academic unit (Department Chair or Dean) when action is required, including the possible mandatory withdrawal, regarding a graduate student whose supervisor and supervisory committee has reasonable grounds based on past and current performance to believe that continued supervision will not lead to the satisfactory completion of degree requirements by the student

Promotion and Leadership of Growth in Graduate Studies at UPEI

1. Represent the relevant programs on the UPEI Graduate Studies Advisory Committee and act as the liaison between the GS Committee, the home Faculty Dean, and the FGSR

2. Communicate and administer UPEI graduate student policies and procedures consistent with the current UPEI Academic Calendar
3. Upon request, provide feedback on proposed or reviewed graduate programs submitted internal and external to UPEI (e.g. MPHEC program reviews)

Promotion and Facilitation of a Positive Graduate Experience

1. Ensure adequate supervision of all graduate students in the unit and meet with any graduate student about whom there is concern (in confidence, privately or with an advocate of their choice)
2. Ensure adequate knowledge and communication to students and supervisors of protocols and resources involved in UPEI Student Affairs' mental health services
3. Ensure UPEI Student Affairs staff is contacted when concern is expressed about the mental health of a graduate student or the student has been unexpectedly absent for a concerning period of time
4. Ensure adequate knowledge and communication of protocols and resources for complying with UPEI policies on student scholarly accommodations
5. Assist graduate students to access appropriate administrative functions at UPEI, including course registrations, degree applications, scholarship and award availability, etc.
6. Inform graduate students and their supervisors of workshops and presentations in support of development of professional skills
7. Ensure that graduate students have appropriate opportunity (at least twice per year) to communicate their progress and their research to their supervisor and supervisory committee, and that the supervisory committee raises any concerns during in-person meetings with the students
8. Confidentially assist graduate students and faculty to address any issues arising in the supervisory relationship or supervisory committee membership in an impartial and respectful manner
9. Facilitate graduate students to have adequate supervision and that they meet with their full supervisory committee to discuss progress updates, expectations, goals and milestones that optimize the successful completion of the degree

Promotion and Facilitation of Graduate Supervision and Good Mentorship

10. Discuss actions with supervisor(s) to support identification and assistance for any graduate student with substandard performance, including possible initiation of additional assessments of the graduate student
11. Together with the head of the academic unit (Department Chair or Dean), address graduate faculty who may not be fulfilling their responsibilities as a graduate student supervisor, including inadequate attention or mentorship of graduate student progress. Initial attempts to resolve situations should occur within the academic unit, followed, if necessary, by consultation with the home Faculty Dean and the Dean of Graduate Studies