

# CLAS DGS: GENERAL RESPONSIBILITIES

- 1. Chair departmental graduate education, curriculum, and admission committees**
  - 2. Develop a Holistic Recruitment and Application Review Process**
  - 3. Oversee TA and RA Offers**
  - 4. Manage TA and RA Appointees**
    - Organize Departmental TA Orientation
    - Arrange Necessary TAPE Testing
    - Request Permission for TAs to Teach Courses at or above the 3000 Level
    - Make Requests for GA Overloads
    - Organize a TA Observation Framework
    - Oversee Bi-annual TA or RA Contract Evaluation
    - Assist Course Supervisors in Developing Professional Improvement Plans
  - 5. Facilitate Degree and Professional Progress**
    - Implement the Individual Development Plan
    - Set Benchmarks and Oversee Academic Progress Evaluations
    - Regularly Communicate Professional Development Opportunities
  - 6. Attend CLAS and Graduate College DGS Meetings**
  - 7. Respond to Departmental Inquiries re: Graduate Policies and Procedures**
  - 8. Oversee Departmental Ranking and Submission of Applications for Competitive CLAS and Graduate College Funding**
  - 9. Encourage and Support Applications for External Grants and Fellowships**
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