Guidelines for Graduate Program Directors

The Graduate Program Directors (GPD) are expected to provide academic leadership and oversight for their respective program. The GPD will work closely with the Graduate Program Administrator (GPA), and liaise, where necessary, with the Dean and Associate Dean of YSGS. 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, and YSGS
   c. Coordinates 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 and Progress Reports
         1. Provides feedback to faculty who plan on submitting unsatisfactory reports
   b. Academic appeals
      i. Handles Program Level appeals in a fair and transparent manner
         1. Consult with affected faculty
         2. Responds within 10 working days to appeals; deviation from this can result with an appeal at the YSGS Level based on procedural error
   c. Overall responsibility for the program budget
   d. Develop and Maintain 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. Liaise with Department chair(s) with regards to graduate course delivery and sequencing
4. Recruitment and admissions
   a. Works with faculty, GPA and Admissions Officers on recruiting strategies and implementation
   b. Review applications and approve admissions decisions.
   c. Oversees distribution of financial support for prospective students
   d. Handling inquiries and communicating with prospective students
   e. Outreach:
      i. Ensure accuracy of program website
      ii. Hold information sessions for Ryerson undergraduate students in relevant Departments
      iii. Hold 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

On-line Resources

Yeates School of Graduate Studies
Ontario Ministry of Training, Colleges and Universities
Council of Graduate Schools
Canadian Association of Graduate Studies

Ryerson Graduate Policies

All Senate policies pertaining to graduate education

Senate policies of special relevance to GPDs:
Policy 45: Constitutional Provisions for Departments/School Councils
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
Timeline