

Guidelines for Appointing or Replacing a Graduate Coordinator
Effective: 20 August 2004

1. Department head writes a letter addressed to the Dean of the Graduate School requesting the appointment or replacement of a graduate coordinator. The letter must include the faculty member's name and the starting date of appointment with some background on the individual's qualifications for the position.
2. This letter must include the following contact information about the incoming Graduate Coordinator:
 - Coordinator's name as it should appear on the Graduate School Web site
 - Telephone number as it should appear on the website
 - Telephone number for internal use by Graduate School staff (if different from previous number)
 - E-mail address for all e-mail correspondence
3. Department head must route this letter through the academic dean of the department appointing/replacing graduate coordinator: i.e., Chemistry appointment would go to Arts & Sciences Dean's office.
4. College dean signs off on the letter and sends the letter to the graduate dean's office.
5. Letter from graduate dean is written to the new graduate coordinator stating approval and the starting date of the appointment.

Maureen Grasso, Dean
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