

# **CONVENER HANDBOOK**

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## **PREFACE**

### **The Importance of Conveners and Uses of this Book**

The GTU Doctoral Program cannot function without the Area Conveners. The specific governance of each of the Areas requires the faculty leadership and coordination that the Conveners provide. Moreover, between Core Doctoral Faculty meetings the Conveners are an important link between the GTU Dean's Office and the Core Doctoral Faculty. The elected Faculty Council has authority over policies and directions. However, many issues require broad faculty consultation, which happens through the Areas, and hence through the good office of the Conveners.

The GTU Dean relies on the Conveners in three ways: 1) to implement those procedures and practices of the doctoral program which take place in the Areas; and 2) to alert the Dean about problems in the Area; and 3) to alert the Dean of Students about problems concerning an individual student's progress.

Thus the role of Conveners is pivotal, and their service is appreciated.

This brief handbook is designed to explain the Convener's responsibilities, clarify procedures, and note available assistance. It is a supplement to, not a replacement for, the *Doctoral Program Handbook* and the *Core Doctoral Faculty Handbook*, both of which contain necessary information of significant help to Conveners.

Please keep this book handy, and refer to it often. The Dean's Office will update this handbook periodically, so please notify us of any confusion or omissions that could be clarified in the next edition.

The GTU Dean's Office will be immensely grateful if Conveners would help to reinforce the usage of the *Handbook* as the authoritative source of information for the policies and procedures of the Doctoral Program. There have been many changes over the years, and the oral tradition can be inaccurate or vague. The *Handbook* assures that we are being consistent in our application of the standards of the program.

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## **I. RESPONSIBILITIES OF CONVENERS**

### **A. Chair Area Meetings**

- Establish and arrange a regular meeting room and time, and inform the Academic Secretary, including any changes, since students and faculty often call her office for information.
- Set the agenda 10 days in advance of the Area meeting, including student proposals, suggestions from Area members, and requests from the Dean, Dean of Students, and the Faculty Council.
- Have the Area Assistant type up agenda and collect, copy, and distribute to all Core Doctoral Faculty members all required materials 10 days in advance. Establish with the Assistant a clear procedure for where and by what deadline material is to be collected.
- Make sure accurate minutes are kept and distributed. A copy should be sent to the Dean of Students for Student Affairs Office files, highlighting any formal decisions about students passing comprehensives or dissertation proposals, or about policies and procedures that the Dean of Students must know for counseling students. Minutes should include a list of attendees. This will provide a record of which Area faculty participated in a particular decision and will also provide a record of faculty participation in Area meetings for the Dean's Office and future Conveners.
- Send a memo or a formal statement from the minutes to the Dean and Dean of Students with Area input on issues. Without the paper trails, such input may be lost sight of or forgotten.
- Oversee Doctoral Faculty establishment and maintenance of doctoral policies and standards. Doctoral Faculty voted in May of 1990 that only Core Doctoral Faculty may formally vote on issues that involve the policies or standards of the doctoral program. It is perfectly acceptable to get a "sense of the house" from broader constituencies, especially if it is Area custom for all consortial faculty and/or students to vote. But if the vote is divided among Core Doctoral Faculty, that vote should be carefully counted, for they have the responsibility for the standards and policies of the program. The Doctoral Faculty welcomes broad input, but they need to follow their own "constitutional procedures" to have doctoral faculty governance in the hands of those who have made the commitment to the program.
- Make announcements concerning upcoming consortial events of interest to students and faculty in the Area; this helps to sustain consortial efforts at communication.
- Approve arrangements for non-required languages.

### **B. Research Readiness Review**

The Core Doctoral Faculty approved this review procedure in April 1993. The procedure is described in the *Doctoral Program Handbook*.

**Conveners need to be aware of the following:**

- Your Area needs to designate to incoming students at the beginning of their first semester whether their review will be in the third or the fifth semester, and review with them the preparations they need to make. This information needs to be sent to the Dean of Students.
- The Dean of Students will send out reminders based on the information you send her/him.
- Areas are to conduct the review according to the procedures outlined in the *Doctoral Program Handbook*, and send a copy of the results to the Dean of Students to be put in the student's file.
- If a student does not complete the review by the deadline, the student, with the approval of the advisor and Convener, must reschedule the review. This is not to the student's advantage. Please notify the student quickly and concretely about the steps to be taken to prepare for the review in the next year.

**C. Review of Courses to be offered by the Area**

The GTU as a consortium seeks to be intentional about reviewing course offerings, to eliminate redundancies and ensure that courses are being offered at all levels for all programs.

At the beginning of each year the Deans and Conveners undertake the review of course offerings for the following academic year. Please note that the Areas will be asked to discuss tentative offerings in October, and forward any concerns or suggestions to the Council of Deans.

**D. Procedures for General Comprehensive Examinations**

The dates for General Comprehensive exams are set in consultation with the Area Convener by the Dean of Students for publication in the Extended Calendar. This occurs during the spring semester of each year.

**1. Area Convener's Responsibility**

- Appoint Area readers and writers of exams and notify Dean of Students of who will serve.
- Confirm list of students taking exam by the deadline stipulated in the Area's protocol. Communicate this information to the Dean of Students.
- Notify writers of the exam whether the exam will be offered each semester (i.e. whether there are students for the exam).
- Make certain that readers have completed their evaluation of exams in a timely fashion, usually within a month of the exam date, and have reported results to the Dean of Students.

## **2. Dean of Students' Office Responsibility (Academic Secretary is the primary contact)**

- Arrange for exam rooms for students.
- Administer the exam.
- Copy the handwritten exam immediately following the exam.
- Collect the typed copies of the exam from the student.
- Distribute copies of exams to readers and advisor.
- Notify student with the exam result.

## **E. Special Comprehensives Proposals**

The Areas are empowered to review and approve comprehensive proposals and committees in light of their protocols and standards as well as the standards of the doctoral program as a whole. The Dean must also approve the committee. If there is any question in the minds of the Area faculty or the Convener about the appropriateness or strength of the committee for this specific proposal, please inform the Dean. The Dean relies on faculty decisions about the academic appropriateness of the committee, and wants to back faculty in ensuring that only committees that have faculty confidence are approved. The Dean will scrutinize the committee to see to it that it meets the general doctoral program standards about structure, including the standards concerning the outside readers. These standards are defined in detail in the *Doctoral Program Handbook*.

## **F. Dissertation Proposals**

The Area is the second forum for review of the dissertation proposal, after the student's committee. The concerns about committee structure and appropriateness are the same as in the case of comprehensives. (General standards regarding these committees are specified in the *Doctoral Program Handbook*.) Even if the Dean has "approved" the committee first, the Area or Convener should feel perfectly free to raise questions about the appropriateness of the committee to the project. Both approvals are necessary for the committee to be official.

The dissertation proposal will go on to the Doctoral Council, who determine that it meets the general standards of the doctoral program. The work of the Doctoral Council will be much smoother if the Areas take seriously their role of review. Proposals about which the Area has serious doubts should not go forward to the Doctoral Council. Quality control is more effective and ultimately more profitable for the student. It also assures the student of their academic and professional integrity. In other words, the seriousness of the Area's role in reviewing dissertation proposals is imperative. Committees should not let proposals in which they do not have faith go to the Area; nor should Areas let proposals in which they have less than full faith come to the Doctoral Council.

## **G. Area Administration**

In order to keep students moving through the program with due progress, there must be attention to the various stages of their program. The Dean of Students maintains student files, computer records, semester-by-semester grade reports, and implements annual academic progress reviews, but the actual guidance in the program of the Area must be provided by the faculty, with the coordination of the Convener.

**The Convener's duties are the following:**

- By May 1, confirm or alter the initial advisor selected in the admissions process
- Coordinate selection of the diagnostic interview committees for incoming students, as applicable.
- At the outset of the year, review and summarize in writing significant policy/procedure decisions of the previous year and discuss at first Area meeting for the sake of all, but particularly of faculty or students who have been on leave; the written summary will help the Area, the Dean, and the Dean of Students keep track of the dates of Area decisions.
- Maintain files of Area minutes, protocols, and bibliographies (current and historical), and work with the Dean of Students to see that their files are also complete and accurate.
- Conduct Area review of problems raised by sabbatical leaves and faculty absences by the October meeting so that the information can be discussed by the COD in December. (There is some time to negotiate arrangements before the final course schedule is reviewed, so be sure to send problems along to the COD.)
- Provide information requested by the Dean, Dean of Students, Faculty Council, or other faculty committees in timely fashion.
- See also under Admissions, Recruitment, and follow-up; Professional Development and Placement; Satisfactory Progress.

**H. Admissions, Recruitment, Follow-up**

The GTU Admissions Committee consists of two members of the Core Doctoral Faculty and is chaired by the Dean. Because Area members are most knowledgeable about the needs and capacities of the Area, their recommendations are essential to all admissions decisions.

**1. Convener's Duties**

- By October 30, have the Area select a representative committee of at least three readers, normally consisting of the Convener and at least two faculty who are members of the Core Doctoral Faculty. The Area Review Committee reads applications in early January, makes admissions recommendations, assigns a provisional advisor for those applicants who are recommended for admission, and provides reasons for not admitting applicants. The GTU Admissions Committee reviews all Area acceptance recommendations in order to ensure the equality of standards, makes the final admissions decisions, and selects the Presidential Scholars.
- Work with the Admissions Office to help arrange faculty and student interviews for prospective students and applicants. The GTU Admissions Office has a small amount of money to house visiting prospective students for a few days in a GTU school dormitory. Please call the Admissions Office if there is a student you think should have a campus visit.



- Work with the Admissions Office to create and revise recruitment materials from the Area that can be sent to prospective students.
- Coordinate Area follow-up on admitted students. The Admissions Office will be of assistance.

## **2. Notes on Admissions**

The Associate Dean for Admissions sends load studies to Areas with quotas for admissions with a suggested number to admit in order to yield a number of students suitable to the overall capacity of faculty in the Area. Factoring in existing faculty loads and sabbatical plans, the Area reviews the information about faculty in order to select those available to serve as advisors to new students. In those cases where the Area wishes to make exception to the quotas, they should make a case to the Admissions Committee.

## **I. Professional Development of Students/Placement**

The Office of the Dean of Students offers a cycle of professional development workshops for Doctoral Students on topics of general concern. These are listed on the Extended Calendar, and they will also be advertised in the Dean's Newsletter. Please urge Area students to attend. However, there are some aspects of professional development that should occur within the Areas.

### **Conveners are to:**

- Maintain a list of professional associations students in the Area should consider joining; discuss it with all incoming students; and keep it as an active student resource.
- Respond promptly to requests from the Dean's Office or Dean of Students' Office for nominations for a particular job or fellowship opportunity.
- Maintain a list of key journals published in the field, and share it with incoming and current students.
- Refer students to the Dean's Administrative Assistant as soon as they are ready to take advantage of the Doctoral Placement Services (after dissertation proposal is approved by Doctoral Council).
- Recommend to Area students that they attend professional development/ placement workshops offered by the GTU and appropriate professional organizations.
- Keep an ear to the ground and inform students and/or the Dean and Dean of Students about any teaching opportunities for our doctoral students in the consortium or in the Bay Area.

## **J. Satisfactory Progress/Annual Student Review**

### **The Dean of Students will:**

- Send out review letters in July.
- Use the letters to raise issues about particular students who are having difficulty.
- Keep track of students in extension or who are on probation, and see that they have a plan to complete the program in due course.

The Faculty have an Academic Probation Policy and an Advisory Probation Policy, which are described in the *Doctoral Program Handbook*. These provide the structure within which serious student problems can be addressed.

Please familiarize yourself with them as Conveners and note that probation measures must be based upon and consistent with previous written feedback students have received. It is important that you help the Dean of Students persuade faculty to give students frank feedback in writing while problems are still manageable.

Any serious faculty concerns about students should be brought quickly to the attention of the Dean of Students so that he/she may assist the faculty in their resolution, assure an adequate paper trail, and ensure that there is consistency in application of the standards. The student network is alive with nervous tension about negotiating the hurdles of the program. It is important that all students are treated equitably. The Dean of Students can be a valuable resource in this respect.

## **K. Problem Areas**

### **1. Student Problems**

Problems with a particular student (finding an advisor, testing anxiety, problems in communication, resistance to advising, etc.) can be troublesome. The Convener provides moral support and advice to the faculty and students on these matters, and the Dean of Students provides moral support and advice to Conveners and Faculty. The Dean of Students can help inform Conveners about past solutions to similar problems for your consideration.

The Dean of Students attempts to facilitate communication and problem solving in a way that upholds the standards of the doctoral program equitably for all students. She/he can advise on strategies to clarify issues. It is wise to consult the Dean of Students before anything is sent in writing to the student on a particularly sensitive issue; what is put down on paper can be very complicated to sort out and may have legal ramifications.

### **2. Grievance Procedures**

Grievance Procedures, as outlined in the *Doctoral Program Handbook*, begin with the Area Convener, who attempts to solve the problem within the Area. The next level is the Dean of Students. The Convener is encouraged to call on the Dean of Students for support and advice if that will be helpful. The Dean of Students will refer it to the Dean if necessary.

### **3. Area Problems**

Since GTU Areas are a congeries of faculties drawn from schools with different philosophies of education, it is not surprising that there may sometimes be disputes within an Area. While many disputes may be resolved internally with careful communication, some are more troublesome. The job of the Dean's office is in part to provide confidential support to Conveners in adjudicating such disputes. The Dean is willing to attend Area meetings or have meetings with disputed parties, if that would be helpful, or to recommend another respected third party who might be of service.

### **4. Multiple Protocols and Catalogs**

Academic tradition clearly stipulates that students are bound by the requirements and procedures specified in the catalog under which they were admitted (the one sent to them when they applied) and the protocols described therein and distributed in the first semester. Since some doctoral students may stay in the program more than seven years, most Areas have several sets of protocols governing their students. The students may opt for their original protocol or the current protocol, but not a combination of the two. (Please note: in the case where a student has not advanced to a program stage that is undergoing change, and the Area is certain the student has not invested time and effort on work that follows the original protocol for that stage, the Area may require the student to follow the new protocol. This adaptation applies to students who have not progressed to the program stage involved within the normative time schedule.)

Because faculty and the Dean's Office have a hard time keeping track of all of this, it is crucial we maintain historical files of protocols and catalogs, which can be used to determine the requirements governing each student. The Academic Secretary or Dean of Students can easily verify the entrance date of a student, since it is recorded both in their paper files and in our computer database.

## **L. Area Reviews**

The GTU has established a mechanism for the regular and ongoing review of the Areas. This policy deals with two key elements of evaluation: 1) regularly scheduled Area reviews; and 2) procedures for creating, restructuring, or eliminating Areas.

### **1. Criteria for Areas to Meet**

The Consortium, as represented by the Council of Deans, the Council of Presidents, and the GTU Board of Trustees seek to maintain the viability of all approved and healthy Areas. To be considered "healthy," an area must meet the following criteria:

- Represent a research discipline which can enhance a curricular division within the boundaries of theological education
- Prepare students for a type of position which is available, or will be available, within higher education, the church, or society

- Span a range of denominations e.g. not exclusively Roman Catholic or Unitarian or Reformed
- Involve long-term commitments by member schools and the GTU collectively to hire faculty that can serve the Area
- Involve faculty who contribute to both academic and professional programs
- Require a minimum of four Core Doctoral Faculty.

## 2. Regular Area Reviews

GTU areas are reviewed approximately every five years on a rotating basis. In keeping with current developments in higher education that place increased emphasis on the assessment of student learning, a revised area review process in use since 2005 concentrates on the Area's effectiveness in helping students complete the program and prepare for appropriate positions after graduation. The new design allows areas to structure their reviews in ways that are relevant and authentic to their particular issues.

The GTU Registrar's Office produces some preliminary descriptive data about students in the Area (primarily reflecting area specific, program-level outcomes), while the area itself gathers information about comparable programs in peer schools. The Area uses this data, in consultation with the GTU Dean, to identify potential issues and issues of concern. The Area develops a "Review Proposal" that makes some tentative claims about student success and area distinctiveness and identifies one or two research questions or topics to guide their review; this proposal must be approved by the Faculty Council. The Area then collects additional current students and graduates data to help test their claims and address their research inquiries.

*Descriptive Evidence:* The area review begins with an assessment of various descriptive data including number of applications, offers of admissions, number of matriculated students, completion rates, time to completion, and current student demographics over a series of years in order to reveal profiles and trends. The Area also reviews placement data for recent graduates from their Area, including dissertation titles, employment types, and employment titles and locations.

*Indirect Evidence:* The Area faculty surveys graduates from their Area at least since the last area review, asking graduates about their expectations of and success in the program and the nature of their preparedness for their vocation following graduation. Surveys or focus groups with current students are conducted as well.

*Direct Evidence:* Area faculty review authentic student work to gauge quality and alignment with area and program goals. In most cases, this consists of a systematic reading by a group of Area faculty of dissertations, comprehensive examinations, and/or examination and dissertation proposals. Each Area must identify at least one line of inquiry that involves an evaluation of actual student work.

*Reporting Processes and Feedback Loops Available During Area Review:* The Area submits their Review Proposal to the GTU Dean and Faculty Council, who review it and provide feedback before the Area begins additional data collection and analysis. The Area has the opportunity to incorporate that feedback in the final Review Report before it is submitted to the GTU Dean and Faculty Council. The Faculty Council reviews the Report at their next regularly scheduled meeting, with the GTU Dean present. The Dean then meets with the Area faculty and students to discuss the Faculty Council's response to the report. Finally, major findings from the review are reported to the Council of Deans and the Academic Committee of the GTU Board of Trustees.

This revised area review process provides for systematic and regular evaluation that recognizes the diversity of the doctoral program areas, focuses on core purposes and results, encourages research-based inquiry about issues of particular current significance, and incorporates analysis of various forms of evidence, including direct assessment of student work.

The tasks and timelines for the area review process are set forth in the chart that follows. Note that each area will follow either a "Fall Start" or "Spring Start" timetable.

<b>(FALL START)</b>	<b>Area Review Task</b>	<b>(SPRING START)</b>
Summer	GTU Registrar collects Standard Data: a) applications, admissions, enrollments; b) retention; c) time to completion; d) demographics. Registrar also does a "scan" of data for all phases of program to see if any major issues emerge. Area convener investigates some similar programs.	Intersession
Sept	Area reviews standard data, info from other programs, any issues raised by the Dean's office. Preliminary identification of major issues for the review	Feb
Oct	Area discusses draft of report developing responses to last month's data.	Mar
Nov	Area reviews and approves final draft of "Review Proposal" (responding to standard data, identifying issues for review); identifies student portfolios (no fewer than 3; approximately 10% of all graduates; represent struggling, average, and exemplary students) and graduate focus groups (assign faculty to study them); requests any special data (if needed) After meeting: Final version of "Review Proposal" submitted to Dean and Faculty Council	Apr
Intersession	Faculty do preliminary studies of portfolios, focus groups, data	Summer
Feb	Preliminary discussion of portfolio/focus group findings	Sept
March	Area discusses issues and findings for Review Report	Oct
Apr	Area discusses first rough draft of Review Report	Nov
Summer	Report revised and edited	Intersession
Sept	Review and adopt draft report; discuss with Faculty Council Rep.	Feb
Oct	Approve final draft of Review Report to submit to Dean/Faculty Council	Mar
Nov	Faculty Council reviews report	May
Dec	Dean meets with Area to discuss Review	May
Feb	Major findings/issues reported to CDF in Dean's or Faculty Council's report, to Academic Committee of Board	Oct

### **3. Creating, Restructuring, Combining, Consolidating or Eliminating an Area**

The proposal to consider creating, restructuring, combining, consolidating or eliminating an Area comes out of a regular Area review, from a faculty proposal, or from the GTU Dean and/or the Council of Deans. Such a proposal is directed to the GTU Dean, who takes the following steps:

- a. Initiates a discussion of the proposal and the reasons for it with directly and closely affected faculty, particularly members of the Core Doctoral Faculty. These discussions have the purpose of clarifying, refining, or reshaping the proposal to fit the actual situation and faculty views.
- b. Reviews the proposal with members of the Faculty Council and with the Council of Deans, adding further revisions.
- c. Reviews the proposal with current students whose programs would be affected and with key alumni/ae if it seems appropriate.
- d. Keeps the GTU Board Academic Committee apprised of discussions.
- e. When some consensus about the appropriate shape of the proposal emerges, it is then formally reviewed by the Core Doctoral Faculty, Council of Deans, Council of Presidents, GTU Board Academic Committee and Board of Trustees.

Because there is a limit to the number of sustainable Areas, proposals are tested thoroughly to see if they can exist under the umbrella of an existing Area, or as a cross-Area special program, or as a part of a reorganization of the existing Areas. Those making the proposal would present a case in terms of student market and the needs for specialists in the field of study either in academic or other specialized roles.

### **M. Archiving Area Materials**

Each area should archive the following materials on the Area Moodle site:

- Monthly Area agendas;
- Monthly Area minutes;
- Background materials, raw descriptive, indirect and direct data for Area reviews (optional);
- Area review drafts, worksheets, and other working documents (optional);
- Background materials and raw data for any other case-specific projects (optional);
- Final case-specific project proposals or reports.

An Area should submit any materials it wishes to archive that are not in electronic form and, therefore, not stored on the Moodle site to the Dean of Students; these materials will be stored in the Dean of Students administrative files and, then, moved to GTU archives to be held permanently.

**N. Transition to Next Area Convener**

When your term as an Area Convener is coming to an end, please meet with your successor to help orient him/her to the job, hand over the area files, and discuss any area projects or problems that are still in progress. Thank you for your work as an Area Convener!



## II. RESOURCES TO ASSIST AREA CONVENERS

### A. Area Assistants

In order to help with the Convener's clerical work, the Dean's Office funds an Assistant for each of the Areas. In the past, these Assistants had to be work-study students, but because of problems in finding Assistants for some of the Areas, the Dean converted this to a wage line item in the budget (although Conveners and prospective student Area Assistants are encouraged to pursue work-study support if available). This means that each Area is allotted a specific amount. Please consult with the Dean about the current funds available for the Area and specific use of funds. Area Assistants' timesheets should be submitted to the Dean's Office.

#### **Area Assistant's Responsibilities:**

- Type agenda, and copy and distribute them with attendant materials. Take Area minutes, and prepare them for distribution, with approval of the Convener.
- Help plan any Area events or colloquia.
- Help Conveners survey Area on various issues, as requested.

Conveners are responsible for locating a student to work as an Assistant; it is generally better if the Assistant is a doctoral student in the Area, since he or she will have a special interest in the activities of the Area, and will often do an outstanding job. However, there is no requirement that Assistants come from the Area.

To hire an assistant, simply write a brief memo to the Dean of Students appointing him or her Area Assistant, and send the student with the memo to the Dean of Students' Office. The Dean of Students will authorize the hire, and send the student to the Financial Aid Office to first explore options for work-study funding. He/she will authorize the hire and send the student to the GTU Personnel Office to go through student employment procedures. Any additions to the standard job description should be specified in the memo. (See the *Doctoral Program Handbook*)

The one caution in the hiring process is that if the student is on Financial Aid, their earnings as Assistant cannot put them over their legally calculated "need." It is thus wise to begin this process early enough that any problems can be resolved in ample time. The standard wage for an Area Assistant is set in accordance with current GTU guidelines. Students will have to fill in time sheets, signed by the Convener, to receive their wages for Area Assistant work.

If the Area Assistant has a work-study award, they may use it for the Area Assistant position. That has two advantages: since 60% of work-study wages are paid by the Federal Program, the wage line could support more hours if the Area is undertaking some major project which will require more clerical assistance, or the Area could save part of the wage line, which the Dean can then use to fund other Area activities. However, be forewarned that the budgetary strictures at most of the schools, including the GTU, now mandate that they hire work-study students to keep many offices running, so that there may not be sufficient work-study students for this purpose.

## B. Student Affairs Office Assistance

The Student Affairs Office stands ready to provide support for the Areas and the Conveners to the limits of our capabilities. You will be helped more quickly if you understand the organization of the staff.

<b>Dean of Students and Vice President for Student Affairs (649-2464)</b>
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- Answers questions about procedures, policies, and protocols of the doctoral program
- Implements area protocols and procedures
- Maintains paper and computer files on students
- Grants student leaves, program and comp exams extensions, part-time status
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Administers research readiness review process
- Ascertains Satisfactory Academic Progress
- Receives requests for approval of comprehensive examinations and dissertation committees
- Manages Human Subjects Protocol review process
- Certifies graduation for MA and doctoral candidates
- Collects copies of Area minutes for official record
- Receives and maintains historical files of Area protocols and minutes
- Helps with Area initiatives, projects
- Maintains lists of advisors
- Plans and coordinates annual MA and doctoral student and consortial faculty summer mailings
- Maintains *Doctoral Program Handbook*
- Publishes Extended Calendar
- Attends Doctoral Council, CDF, Faculty Council meetings
- Assists in planning and implementing new doctoral student orientation
- Assists in organizing fall Convocation
- Organizes Faculty Student Colloquia
- Organizes GTU Commencement
- Coordinates and advises GTU-wide student organizations
- Manages doctoral student support and professional development workshops
- Runs elections to determine doctoral student committee assignments
- Responds to student problems and manages probation process
- Responds to international doctoral student issues, produces I-20s for F visas
- Serves as GTU doctoral program ADA compliance officer
- Supervises Consortial Registrar's Office
- Supervises Office of Institutional Research
- Receives and maintains historical files of Area protocols and minutes
- Reviews and determines satisfactory academic progress
- Reviews and grants student leaves, extensions, part-time status
- Works with Student Advisory Committee on institutional issues related to student affairs

**Academic Secretary (649-2461)**

- Updates student addresses and GTU mailbox list
- Distributes and collects forms and handouts for the doctoral programs/areas
- Generates the agenda for Doctoral Council
- Maintain doctoral student paper files, and help maintain the MA and Doc student computer files
- Manages registration for modern language exams, and receive passages for the modern and biblical language exams
- Receive proposals to be presented to the Doctoral Council
- Receives and processes graduation paperwork
- Receives completed dissertations for filing
- Receives questions for written comprehensive exams
- Schedules oral defenses and written examinations
- Updates and collects doctoral student forms

**Receptionist (649-2400)**

- Answers questions and directs inquiries about various aspects of GTU programs, centers, and activities
- Answers switchboard and directs calls
- Assists with mailing and filing as requested
- Assists with registration cards, forms, stickers
- Assists with the distribution of forms, catalogs, admissions materials, and handbooks
- Assists with transcript requests
- Coordinates mail service for student services
- Directs public to administrative offices
- Maintains binders of general GTU information, including emergency procedures, telephone directories, and lists of faculty and staff
- Maintains housing notebook
- Maintains receptionist's procedures manual
- Oversees service of office machinery
- Oversees stocking of refreshments
- Provides administrative support for the Consortial Registrar
- Provides monthly reports to Business Office re. Copier and fax usage
- Purchases office supplies

**Associate Dean for Admissions (649-2465)**

- Answers questions regarding admissions policies and procedures
- Arranges for admissions meetings, Area review of files
- Arranges for visits of prospective students
- Arranges meetings with/handles questions about prospective students
- Arranges visits for prospective students (may ask current students to meet them)
- Coordinates admissions process and procedures

- Coordinates doctoral and master's admissions process and follow-up
- Coordinates GTU catalog
- Coordinates new student orientation
- Develops recruitment publications and materials
- Follows up on admitted students
- Handles international student I-20 status issues
- Implements recruitment strategies for the M.A. and doctoral programs
- Maintains Prospective Student section of web site, including Area descriptions
- Updates Area information for prospective students

#### **Director of Consortial Registration and Financial Aid (649-2463)**

- Coordinates consortial registration
- Maintains academic calendar
- Handles V.A. certification
- Answers questions regarding financial aid policy and procedures
- Counsels students on financial aid eligibility
- Creates student living expense budgets
- Determines eligibility for loans and counsels students on student debt management
- Determines grant eligibility and coordinates award packages

#### **Associate Director of Financial Aid (649-2463)**

- Answers questions regarding financial aid policy and procedures
- Conducts follow-ups on incomplete files
- Counsels students on financial aid eligibility
- Fields student employment questions
- Provides financial aid applications
- Responsible for Federal Work Study Programs
- Maintains online scholarship database

#### **Financial Aid Advisor (649-2469)**

- Answers questions about completeness of financial aid applications, processing status of initial awards and loan certification
- Answers questions regarding financial aid policy and procedures
- Conducts follow-ups on incomplete files
- Counsels students on financial aid eligibility
- Maintains audits of student files
- Maintains scholarship and resource information materials
- Provides financial aid applications
- Responsible for Perkins Loans files

#### **Assistant Director of Registration (649-2462)**

- Assists with difficult registration issues
- Assists with technical cross-registration problems and certifies cross-registration applications with UCB and Mills College
- Edits course schedule and addendum
- Handles V.A. certification
- Publishes GTU Directory, and records changes in address or phone
- Issues I.D. cards and stickers
- Issues official transcripts
- Issues registration statements, grade reports, transcripts, I.D. cards, directory
- Maintains academic calendar
- Manages cross-registration
- Oversees incompletes and limited enrollments
- Processes student loan deferment certification, receives requests for incompletes, late registration, changes in enrollment (pass/fail; drop-add; withdrawal; etc.)
- Produces schedule of classes and addendum
- Schedules courses
- Sends and receives grade reports

#### **C. Dean's Office Assistance**

The office of the Dean stands ready to provide support for the Areas and the Conveners to the limits of our capabilities. You will be helped more quickly if you understand the organization of the staff.

#### **Administrative Assistant to the Dean (649-2440)**

- Distributes information about meetings chaired by the Dean, agendas, minutes
- Maintains Dean's Faculty Research Accounts
- Maintains mailing lists of core doctoral faculty, consortial faculty
- Oversees Doctoral Placement Services
- Processes visiting scholar applications
- Coordinates J-visa process for visiting scholars
- Publishes the Dean's Newsletter
- Reviews copies of petitions for leave, part-time status, extensions, transfer of credits, change of Schools for M.A. students; checks with the Dean as necessary
- Schedules appointments with the Dean
- Oversees student award applications (AAR, Newhall, etc.)
- Organizes Convocation
- Organizes Distinguished Faculty Lecture

<b>Dean and Vice President for Academic Affairs (649-2440)</b>
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- Addresses faculty employment/deployment issues
- Appoints and reviews Core Doctoral Faculty
- Appoints standing and ad-hoc faculty committees
- Writes column for Dean's Newsletter
- Chairs Admissions process
- Chairs Core Doctoral Faculty, Doctoral Council, Doctoral Admissions Committee, M.A. Council, GTU Rostered and In-Residence Faculty, Faculty Council
- Coordinates Council of Deans
- Develops proposals for consortial academic cooperation
- Ensures maintenance of academic standards for doctoral program.
- Handles Core Doctoral Faculty issues, appointments, reviews
- Handles governance issues of Core Doctoral Faculty
- Hears and addresses Area concerns or long-term Area issues
- Oversees coordination of GTU academic concerns with the Council of Deans
- Oversees governance/planning for doctoral program
- Represents GTU in academic relations with UCB and other institutions
- Reviews long-term GTU policy issues
- Reviews proposals for new academic initiatives and projects
- Serves as Accreditation Liaison Officer
- Supervises Core Doctoral Faculty, Areas, Doctoral Council, and all offices and programs relating to doctoral programs, Common M.A., and consortium-wide academic activities and cooperation
- Works with Student Advisory Committee on institutional issues relating to academic affairs

#### **D. Clerical/Administrative Assistance**

##### **1. Routine Clerical Support**

Each Area has an Area Assistant for routine Area business, and the Dean of Students' Office provides assistance to Core Doctoral Faculty in fulfilling their Area, Doctoral Faculty Committee, or doctoral student committee duties.

For Doctoral Program work, you are encouraged to use GTU stationery when you think it is appropriate. You may pick up a supply of such stationery from the Academic Secretary.

##### **2. Additional Clerical Support**

If Conveners need more than ordinary clerical support for a special Area project, contact the Dean. She/he will do her/his best to locate some support, either by providing supplemental funds for the Area Assistant or another student, or by arranging clerical assistance in the Dean's Office.

**E. Doctoral Program Handbook and GTU Catalog**

The *Doctoral Program Handbook* specifies many processes and procedures. Please study it, and use it as a reference guide.

The GTU *Catalog* has a host of useful information for students, including a listing of Doctoral Faculty and consortial faculty under each of the Areas. This can be used as a valuable tool in counseling Area students.

The GTU website provides an alphabetical listing of all consortial faculty and their current research interests; it is an excellent resource for students considering which classes to take and which faculty to consider for student committees.

**F. Photocopying**

Conveners and Area Assistants should use the copier on the third floor of the LeConte Building. Please see the Academic Secretary for the appropriate code.

**G. Computer Usage by Assistants**

The GTU cannot provide computing resources for Area Assistants. It is advisable to hire Area Assistants who have their own computers.

**H. Budget Requests**

The GTU budget planning cycle for the following academic year begins in October. If an Area has a special and urgent major budgetary need (a temporary adjunct to fill an urgent course, extra hours for the Area Assistant for a project), please submit a request in writing, to the GTU Dean, with a justification no later than October 15 for the following academic year. Budgetary pressures are such that not all requests can be granted, but items not requested well in advance lose because the scarce funds have already been allocated.

Feel free to approach the Dean or Dean of Students with small budgetary requests as they arise; they will do their best to accommodate them within the strictures of that year's budget.

**I. Financial Support**

The Dean's budget allows no stipend for Conveners, but the Dean will give Conveners priority for research/travel monies, and encourages Conveners to apply for Newhalls. If a specific form of support will make the Convener's job more compatible with overall professional flourishing, please contact the Dean to see what may be arranged.