



Academic Affairs Directive 2013-01	Issue Date: March 1, 2013
Subject: Guidelines for Graduate Coordinator Release Time	Effective date: Sept. 25, 2013
Approved: James LJ Houpis, Provost	Revision date: November 20, 2013
Division: Academic Affairs	
Contact: Provost Office	

**AUTHORITY**

CFA – CBA Article 20.1-3

**POLICY**

It is the College Deans’ responsibility to assign release time for graduate coordinators of state-supported graduate programs in their respective colleges.

Post-baccalaureate non-degree programs (e.g. Teacher Credentialing Programs, graduate certificate programs) are excluded from these release time guidelines. For these non-degree programs, the College Deans will determine the appropriate release time.

Graduate coordinators that receive release time are expected to perform the following duties:

- Organize recruitment and admissions for their department and/or program, including follow-up with prospective students, evaluating applications and processing admission decisions.

- Organize advisement for graduate students in their program, including orientation of newly admitted students, monitoring progress of students to ensure that program requirements (including capstone experience) are met, and processing graduation evaluations

- Attend (or their representative) all Graduate Advisory Council meetings.

- Attend (or their representative) all recruitment events that are requested by the Office of Graduate Studies

- Implement all activities, policies, practices and procedures as required by the CSU, CSUEB Academic Senate, Graduate Council, and university, including assessment of program-level student learning outcomes and preparation of program information for annual reports and five-year reviews.

**PROCEDURES**

The following table provides guidelines for College Deans for determining release time for Graduate Coordinators. Enrollment calculations are based on Fall quarter enrollment each year and includes both “Active enrolled” and “Active not enrolled” students.:

# of Graduate Students	Annual Release Time (AWTU)
>150	10
100-149	8
50-99	6
1-49	4