



Academic Affairs Directive 2017-06	Issue Date: December 7, 2017
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Division: Academic Affairs	
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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. A graduate coordinator shall be assigned for each distinct academic degree.

Where a department is wholly comprised of graduate programs, it is assumed that special release time for a graduate coordinator is not necessary. However, the Dean does have the ability to appoint a graduate coordinator, if one is needed, especially when there may be unusually demanding activities, such as accreditation visits, degree revisions, etc.

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 or stipend.

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

- Oversee recruitment and admissions for their department and/or program, including follow-up with prospective students, evaluating applications and processing admission decisions.
- Oversee advisement for graduate students in their program, including orientation of newly admitted students, monitoring progress of students to ensure that program requirements (including a capstone experience) are met, and processing graduation evaluations
- Attend all Graduate Advisory Council meetings.
- Attend 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 term enrollment each year and includes both “Active enrolled” and “Active not enrolled” students.:

# of Graduate Students	Annual Release Time (AWTU)
150>	9 WTU
75-149	6 WTU
25-74	3 WTU
0-24	0

Note that Deans still have flexibility to add a stipend if they feel additional compensation is warranted.