



**THE
GRADUATE
SCHOOL**

EASTERN ILLINOIS UNIVERSITY™

2024-2025

GRADUATE
COORDINATOR
HANDBOOK

THE MISSION OF EASTERN ILLINOIS UNIVERSITY

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

THE MISSION OF GRADUATE EDUCATION

The mission of graduate education at Eastern Illinois University is to provide superior graduate degree, certificate, and post-baccalaureate options designed for career specialization and advancement, certification and credentialing, professional and leadership development, and preparation for advanced scholarship. The mission includes:

1. strengthening the quality, diversity and internationalization of the University's student body by attracting candidates who have the potential for academic and professional achievement;
2. fostering advanced scholarship through a depth of knowledge, critical thinking, problem solving, oral and written communication, application of technology, research/creative activity, and commitment to professional ethics;
3. expanding the curriculum with rigorous advanced courses and options offered through lectures, laboratories, seminars, forums, practicum field experiences, internships, and partnerships with education, business, and industry;
4. building and enhancing the excellence of the University's undergraduate majors and options through mutual and reciprocal research/creative activity with graduate students and faculty; and,
5. developing opportunities for the discovery and application of knowledge with graduate faculty members who reflect the University's teaching and mentoring priority and who have a record of research/creative activity and professional service.

ROLES AND RESPONSIBILITIES OF THE GRADUATE COORDINATOR

The roles and responsibilities of the graduate coordinator support the mission of the university, the mission of graduate education, and reflect the standards for leadership of graduate education as defined by the Council of Graduate Schools (Siegel, Sowell, Sullivan, Tate, and Denecke, 2004). The Council states that the graduate coordinator is responsible for the administration of the graduate program(s) in the department or, in the case of interdisciplinary programs, across departments.

The coordinator also serves as a liaison to the Graduate School. The coordinator has responsibility for a variety of activities, such as recruitment of prospective students; academic advising of graduate students; admissions decisions; degree audit evaluations and submission of required materials for degree certification; the allocation of fellowships and assistantships; and the appointment of faculty members to graduate student committees.

The graduate coordinator communicates university-wide policies on graduate programs to the departmental faculty and communicates department decisions and recommendations to the Graduate School. The purpose of this Handbook is to provide Graduate Coordinators with an outline of best practices for organizing and administering their graduate programs, and to provide a guide to coordinators for advancing the quality of their program through well-focused planning and consultation.

MISSION CRITERIA 1

Strengthening the quality, diversity, and internationalization of the University's student body by attracting candidates who have the potential for academic and professional achievement through:

1. *Enrollment Management*
2. *Assistantship Management*
3. *Matriculation Management*
4. *Graduate Placement*

Enrollment Management

Coordinators are responsible for the coordination of graduate enrollment management. Coordinators will ensure marketing and/or recruiting materials/plans yield the desired number of applications and estimated degree candidates whom meet the University, Graduate School, and program expectations for quality, diversity and internationalization.

Recruitment

Program Recruiting Plans: Coordinators, in collaboration with program leaders, should review marketing/recruiting resources and strategy options to identify paths which effectively recruit the targeted number of qualified applicants to the program. The program should track the applicant pool for quality and diversity and then review recruiting strategies if the applicant pools are not meeting expectations.

Recruitment of Underrepresented Groups: Developing a plan to foster applications from underrepresented groups is critical to successful graduate study. Working with EIU's Director of Inclusion and Academic Engagement to identify scholarships, or related forms of support, can enhance participation of underrepresented groups. The Office of Inclusion and Academic Engagement (OIAE) may also provide consulting services to programs seeking to advance the diversity of applicant pools. Coordinators are urged to consult the Graduate School staff and the Office of Inclusion and Academic Engagement <https://www.eiu.edu/oiae/> for guidance.

International Candidate Recruitment: The Office of International Students and Scholars (OISS) <https://www.eiu.edu/international/index.php> provides internationally focused recruiting activities through a wide variety of venues.

Web Recruitment Tools: Collaborative sites where candidates may take a virtual tour of facilities, listen to presentations about the program from program leaders, students, or alumni, or use social networking sites to engage with the program are essential to successful recruitment.

The program's web and social media resources should include access to information that the applicant needs to make the decision to apply. Accessible information should include:

- admission criteria
- application requirements
- faculty research interests and scholarship
- current student and program activities
- links to sites that offer job placement or similar information from program alumni

Print Recruiting: The coordinator, in collaboration with program leaders and the Graduate School, may develop appropriate print resources to support the recruiting/marketing needs of the program. Materials may include newsletters, brochures, journals, information packets; and/or, advertisements in journals, association newsletters and graduate guides. Coordinators must develop standard responses to prospective students recruited through these means.

Programs should collaborate with the Office of Marketing and Communications (MarCom) for professional support and design assistance. Coordinators should notify the Graduate School Support Specialist when distributing print materials or advertisements, in case recipients contact the graduate school directly with inquiries.

On-campus Recruiting: Coordinators, in collaboration with program leaders, should develop presentations for desired applicant pools at EIU (qualified undergraduates and honors students). Additionally, programs should offer orientations, special programs for visiting applicants, and participate in University open houses (or similar events.)

EIU Graduate School Information Day: (Title and Time TBD) In Fall, 2023, the Graduate School will begin hosting a “Grad Fair Day” targeted to EIU undergraduate students to encourage enrollment in the EIU Graduate School. The graduate school will request a representative from every graduate program at EIU to participate in this important recruiting opportunity.

Off-campus Graduate School Fairs: The Graduate School may provide resources to support the attendance of the coordinator (or designee) at external Graduate School Fairs. Prior to attending, coordinators are encouraged to contact colleagues at the fair venue to ensure active participation by potential candidates.

Graduate School Recruiting Tools: The Graduate School maintains the EIU graduate school web pages and social media sites. Please be sure to share items of interest from your program (an alumni’s employment, program activities, competitions and achievements, etc.) with the Graduate School Support Specialist so they may be shared on the social media pages.

Scholarship Programs:

Scholarships and grants are available to attract qualified candidates to the program and assist those enrolled. The Graduate School administers the Frances Meyer Hampton, Betty Wright Downing, Annie Weller, and UPI Scholarships, as well as annual awards such as, King-Mertz, Augustine Thesis, Williams Travel, etc. Coordinators will find application and nomination materials at the Graduate School (Awards, Scholarships and Grants) web site and in Academic Works.

Graduate Fellowships:

Some programs offer graduate fellowships through the Graduate School that have been created through the philanthropy of alumni, former faculty, or friends of the University. Graduate Coordinators should become familiar with applicable fellowships that are available in their program in order to share them with qualified candidates.

Admission

Selecting Graduate Candidates: Coordinators, working with program leaders and/or graduate program committees, must develop appropriate procedures for selecting candidates from an applicant pool. Processes appropriate to the program should ensure that graduate faculty participate in the selection process. The selection process should include the use of multiple criteria, such as: GPA, essays, portfolios, interviews, or related evidence appropriate to the discipline. The coordinator should ensure that consistent communication is established with selected candidates, and all applicants receive notification of their admission, non-admission, or wait-list status for the program.

Graduate Admission Policies: Graduate admission policies are provided in detail in the Graduate Catalog (<http://catalog.eiu.edu/index.php>) under “Regulations and Requirements.”

The Graduate Admissions Process: The admissions process begins with an online application submitted by the student through the MyEIU portal. The Graduate School Admissions Officer processes the application by verifying the following requirements: baccalaureate degree from an accredited institution, transcript, required GPA, and test scores (if required).

Once the application is verified, coordinators are advised to promptly enter admission decisions in the PRM to expedite the admission process. One of three admission decisions should be chosen:

- fully admitted
- provisionally admitted
- denied admission

For admitted/provisionally admitted students, the coordinator may include the name of the graduate adviser, a list of undergraduate deficiencies that must be included in the program, or other comments to guide advisement. Students who are denied admission to their degree program are informed of the decision, and advised about non-

degree options.

Graduate Student Orientation:

Coordinators should direct new students to the online graduate student orientation at <https://www.eiu.edu/graduate/orientation.php>. The online orientation provides information about University services such as financial aid, health and wellness, and campus involvement.

The Graduate Waiver Process:

On rare occasions, circumstances beyond the student's control may warrant a variation from the policies established by the Council on Graduate Studies (CGS). Any variation from the policies must be approved through the Graduate School waiver and appeals process. Waivers are available at https://www.eiu.edu/graduate/facstaff/resources_and_forms.php.

Coordinators review waiver requests and inform students of policies that may not be waived or appealed. Coordinators are also responsible for ensuring that waiver requests are appropriate, supported by the program, and reflect the concept that circumstances beyond the control of the student warrants the waiver. The request must:

- identify the policy to be waived
- provide rationale and documentation explaining how the variation will not diminish the quality of graduate scholarship
- have support of the program

All waivers must be approved by the Dean of the Graduate School. Waivers denied by the Dean may be appealed to the CGS Waiver and Appeals Subcommittee. The CGS Waiver and Appeals Subcommittee will review the documentation and recommend a decision to the full membership of the CGS. A vote by the full CGS committee will held, and recorded in the meeting minutes.

The Degree Reinstatement Process:

Restoration of graduate degree or certificate candidacy requires a petition to the CGS. The policies on loss of candidacy and candidacy restoration are outlined in the Graduate Catalog at https://catalog.eiu.edu/content.php?catoid=45&navoid=2198#acad_astan_for_grad_degr_and_cert_cand, "Rules and Regulations." Review *Loss of Graduate Degree or Certificate Candidacy* under the applicable category. Coordinators should be prepared to provide the student seeking reinstatement with appropriate support and any required documentation when the student petitions to return to the program as a degree-seeking candidate.

Once the student completes the reinstatement form, it must have full support of the program as evidenced by the coordinator's review and signature. The CGS Waiver and Appeals Subcommittee reviews the reinstatement request and makes a recommendation to the CGS body. The CGS then votes on the motion to reinstate the student. The Council Chair communicates the Council's decision to the student and the reinstatement process is concluded.

Assistantship Management

Coordinators are responsible for overseeing the assistantship selection process to recruit assistants who meet the program's highest expectations for candidate quality, diversity and internationalization. Coordinators also organize orientations and related supervision, along with management, and development for assistants as appropriate to the program.

Selecting and Securing Candidates

Coordinators, with program leaders, must develop appropriate procedures which ensure that graduate faculty participate in the selection process of assistants. The selection process should include the use of multiple criteria to ensure highly-qualified candidates are recruited to the program. The coordinator should develop communication processes so that all applicants receive notification of their selection, non-selection, or wait-list status for the position. The coordinator should develop communication processes so that all applicants receive notification of their selection, non-selection, or wait-list status for the position promptly.

Hiring units need to be familiar with Internal Governing Policy #174, which states the University's commitment to diversity, nondiscrimination, and affirmative action in the hiring process.

Documents essential to the management of assistantships may be found at: https://www.eiu.edu/graduate/students_assistantships.php Documents available include the application form, nomination form, *How to Hire a Graduate Assistant Guidelines*, *Supplemental Contract Guidelines and Forms*, and *External Graduate Assistantship Guidelines and Forms*.

Mandated Graduate Assistant Orientation:

In order to meet the state and university guidelines that govern the administration of graduate assistantships, **all graduate assistants are required to complete a mandated orientation program delivered on-line via D2L.**

Program Level Practices

Coordinators should:

- be knowledgeable of, and complete all of the processes related to, the selection and nomination of graduate assistants.
- provide a program-level orientation to ensure that assistants are informed of their roles and responsibilities within the program, and that their duties meet the teaching, research, or service mission of the university-based on the discipline.
- ensure that assistants are provided with appropriate facilities for performing their assigned duties.
- ensure that assistants are assigned a supervisor or adviser to supervise/advise the assistant.
- provide a list of duties or job description with performance expectations to the assistants in the program.
- develop and oversee procedures to manage assistants who perform assigned duties below expectations, in order to help the assistant improve performance.
- develop procedures for tracking the graduate assistant's worked hours and performance of duties, to ensure the program receives the full benefit of the assistantship investment.
- be familiar with contract termination procedures as outlined in the *Graduate Assistant Handbook* (<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.eiu.edu/graduate/handbook%202023.pdf>)

External Assistantship Support

- Agencies: When possible, coordinators may work with program leaders to secure external assistantship support, through collaborations with local agencies, businesses, and education providers. (External agents may provide stipend support and the Graduate School provides the tuition waiver as budgetary conditions permit.) Comprehensive guidelines are available at the Graduate School's web site.
- Grants & Contracts: To support additional graduate assistantships, grant and contract authors may seek funding through those pathways. Guidelines are available through the Office of Research and Sponsored Programs.

Matriculation Management

Coordinators should maintain correspondence and records to ensure applicants and matriculating students receive accurate information regarding admission, degree, certificate, and assistantship requirements, in addition to policies or procedures.

Similarly, coordinators should ensure applicants receive appropriate information about other requirements, such as: thesis, research, internship, practicum, etc. Coordinators should also manage the record keeping required for administration and post-degree support for candidates.

Matriculation Policies

Graduate matriculation policies are summarized in detail in the Graduate Catalog. All policies are approved by the CGS. Policies include Course Definitions, Special and Distance Courses, Graduate Credit and Grading Policies, Previously Earned Credit, Academic Load, Grade Point Average Calculation, Academic Standing Policies, Requirements for Degree and Certificate Programs, Requirements for the Master's Degree, Requirements for a Second Master's Degree, Requirements for the Master of Science in Education Degree, Requirements for the Specialist's Degree, Requirements for Graduate Certificate Programs, Requirements for Accelerated Graduate Programs, Graduation, Graduate Study Options for Seniors at EIU, Waiver, Appeals and Academic Integrity.

EIU Degree Audit

The graduate plan of study is the EIU Degree Audit which all candidates, for any degree or certificate program, must have. The EIU Degree Audit serves as an unofficial summary of requirements for each degree or certificate program and should be used by the graduate coordinator and program advisors when advising students.

It is the candidate's responsibility to consult with the graduate coordinator to ensure that all degree or certificate requirements are met and adhere to the policies outlined in the Graduate Catalog. Deadlines to apply to graduate are published in the academic calendar or can be found at <http://www.eiu.edu/registra/graduation.php>.

Time Limitation

The student has six (6) years from the semester of completion of the first course used on their degree audit to complete a graduate program of study.

Certification

The certification process begins when a student applies for graduation. Using PAWS, the student may submit an application to graduate prior to the deadline date of the semester in which they plan to complete all program requirements. (See academic calendar for application deadline dates.) Students should apply for graduation in the semester they expect to complete all of their degree requirements.

The certification officer in the Graduate School is the final authority for certifying candidates have met all requirements for a degree or certificate. There are two categories of degree and/or certificate requirements:

1. A standard set of requirements approved by the CGS and published in the Graduate Catalog. The standard EIU Degree Audit is generated automatically in DegreeWorks at the time of degree or certificate candidacy.
2. A standard degree or certificate with modifications (additions or substitutions). Modifications of the standard EIU Degree Audit are submitted electronically by the graduate coordinator to the certification officer in the Graduate School at the time the modifications are approved. **Modifications must be submitted a minimum of 10 working days prior to submission of an application for graduation.**

Upon receiving the student application for graduation, the certification officer will conduct a review of the file; checking for study plan submission, certificate of comprehensive knowledge, thesis deposit certificate, and any other requirements for graduation. The certification officer will then email a degree audit to the student (and program department) indicating if all requirements have been met. If the coordinator of the program has failed to submit appropriate documents, the certification officer will contact the coordinator to review the documentation needed.

Graduation

Only after final grades are posted, and any remaining documents are received by the end of the term, will the Certification Officer submit a student's name for graduation to the Registrar. This signifies the completion of all degree requirements. Visit https://www.eiu.edu/graduate/students_graduation.php for more detailed information.

Commencement by Exceptionality

Requests for participation in a commencement ceremony by exceptionality must be approved by the Graduate School certification officer. Students submit a *Request to Participate in Commencement by Exceptionality* (<https://www.eiu.edu/graduate/exceptionality.php>) when they wish to walk in a ceremony which differs from the semester all degree requirements will be completed.

Graduate Placement

Coordinators should develop a process to collect information on the placement of graduate candidates who complete the program. Examples of such efforts include: exit interviews, correspondence, or web portals where candidates can report their placements and complete any program evaluations.

MISSION CRITERIA 2

Graduate Coordinators work to foster advanced scholarship through a depth of knowledge, critical thinking, problem solving, oral and written communication, application of technology, research/creative activity, and commitment to professional ethics utilizing:

1. *Program Assessment Leadership/University Level*
2. *Program Assessment Leadership/College and Graduate School Level*

Program Assessment Leadership/University Level

The coordinator, in collaboration with appropriate program representatives, provides leadership for developing a graduate faculty committee/organizational structure which will create a rigorous program assessment plan that validates the program's strengths and guides program changes.

Assessment activities include:

- ensuring assessment reports are filed with the appropriate offices according to applicable procedures and timelines, and any feedback received from the Graduate Assessment Coordinator is used to improve and advance the program's assessment plan.
- establishing comprehensive learning objectives for the program that reflect the four (4) learning goals established for graduate programs by the CGS (<http://castle.eiu.edu/eiucgs/documents/05-22GraduateAssessmentPolicy.pdf>) . Goals include a depth of content knowledge, critical thinking and problem solving, effective oral and written communication, and evidence of advanced scholarship through research and/or creative activity.
- identifying multiple direct and indirect assessment measures documenting the achievement of the learning objectives to allow performance to be gauged over time.
- identifying the program's performance expectations or standards for achievement of candidates in the program.
- collecting data annually on all objectives for systematic analysis of the results.
- using the results of the assessment to improve student learning, and guide program change to ensure high-quality advanced programs of study.

Program Assessment Leadership/College and Graduate School Level

The Graduate School will review the graduate program's Assessment Plan, and subsequently document the findings. (I.e. The plan meets and/or exceeds the assessment goals established by the CGS, and the assessment expectations established by the academic college.)

MISSION CRITERIA 3:

Expanding the curriculum with rigorous advanced courses, curriculum, and options offered through lectures, laboratories, seminars, forums, practicum field experiences, internships, and partnerships with education, business, and industry through:

1. *Mission & Planning Leadership*
2. *Curriculum Leadership*
3. *Capstone Leadership*
4. *Program Commitment to the Graduate Student Advisory Council*
5. *Program Commitment to the Graduate Alumni Advisory Board*
6. *Development of External Partnerships*
7. *Graduate Programs of Excellence Process*

Mission & Planning Leadership

The Coordinator is responsible for fostering advanced scholarship by leading/supporting review of the program mission and planning strategies to ensure that the graduate program mission is linked to Eastern's mission, the mission of graduate education, and reflects the program's unique strengths.

A rigorous and well-focused graduate program begins with articulation of the mission of the program of study. The coordinator, in collaboration with the graduate faculty, is responsible for establishing and revising the program's mission and planning documents.

Mission Responsibilities: The coordinator, in collaboration with the graduate faculty, ensures that the graduate program's mission and planning documents are clearly and consistently stated in published materials. This should include the learning goals of the program, the priorities of the program, the standards for admission and for assistantship eligibility, the standards for academic rigor related to degree and certificate requirements, the career paths available to graduates, and the uniqueness of the program.

Resource Advocacy

The coordinator, in collaboration with the graduate faculty, advises the chair, college dean and graduate dean of the budgetary, course, curriculum research, thesis, assistantship and related resource needs of the program as related to the program's mission. In addition, the coordinator participates in University, College, and Graduate School competitive programs that enhance resources for the program. Coordinators are expected to establish regular meetings with the chair to review the program's mission, planning and related resource needs, apply for competitive programs that may provide additional resources for the program, and seek grants or external resource support for the program as appropriate.

Curriculum Leadership

The coordinator is responsible for leading and/or supporting collaborative procedures (committees, forums, or related activities) with the graduate faculty to develop and review curriculum and future discipline expectations to ensure that courses, curriculum, options (degrees, concentrations, certificates, etc.) reflect discipline expectations for certification, licensure or other credentialing appropriate to the program.

Curriculum Review: Programs must establish a curriculum-level review process, such as committees or administrative structures to determine how the graduate program will respond to discipline advances and assessment results. The program-level review should engage members of the graduate faculty, graduate student body, program alumni and regional leaders as appropriate to advance the program.

Discipline Review and Accreditation: The coordinator and graduate faculty should actively develop liaisons to the discipline and its monitoring associations, accrediting bodies, licensing agencies, or certification agencies to aid in review of the program's curriculum. Reviews which include such liaisons improve the quality and aid in advancement of the program. Coordinators should be knowledgeable of the criteria used for such reviews and actively involved with conducting such reviews.

External Reviews: Programs, independently or in collaboration with the college or graduate school, may seek to conduct external reviews through arrangements with the college or graduate school dean. Such reviews can be instrumental to coordinators in helping a program better develop its mission, planning, and goals to improve program quality.

College Curriculum Review: Review by the College Curriculum Committee ensures that the program meets the standards for rigor established by the college. Coordinators should become familiar with this process as it pertains to graduate program changes and should encourage members of the graduate faculty to serve on the committee.

University-Level Curriculum Review: Council on Graduate Studies (CGS), Council on Teacher Education (CTE) and Council on Academic Affairs (CAA) are all university curriculum review committees whose decisions impact graduate-level education.

Review by the CGS is the final level of review for all non-teacher certification degrees, certificate programs, and all graduate policies and courses numbered 5000 or higher. The coordinator, in collaboration with the graduate faculty, should develop liaisons with the program's representatives on the CGS to be informed of policy and related changes the Council is considering. Regular communication and attendance at CGS meetings offers opportunities to advance the program and graduate education. Coordinators should become familiar with the CGS review process as it pertains to graduate program changes, should serve on the committee, and encourage members of the graduate faculty to serve also.

Review by the CTE is the final level of review for all graduate teacher preparation degree programs. Only graduate courses numbered 4750 - 4999 require CAA review prior to CGS review.

State Review Requirements/Annual Illinois Board of Higher Education Review: IBHE Reviews are scheduled by the Office of Academic Affairs and use a standard format for completion and submission. The reports are reviewed for a response by the college dean and graduate dean.

Capstone Leadership

The coordinator is responsible for ensuring that capstone experiences (internship/practicum, comprehensive examinations, thesis, research, recitals, exhibits, study abroad, etc.) are managed effectively and appropriate procedures for updating or advancing the accuracy of capstone experiences are provided. Coordinators should develop the following (when applicable) to their programs:

Internships/practicum: Procedures to ensure appropriate placement, supervision, and evaluation of graduate interns. (I.e. orientations, handbooks, and advisement for resolving problems or reviewing concerns.)

Comprehensive Examinations: Procedures to ensure that candidates taking examinations are fully informed of the program's expectations, administrative structure, pass-fail criteria, and policies governing the exams.

Thesis/Research Requirements: Procedures to ensure that candidates understand and follow the program's expectations for committee selection, committee participation, and project presentation or defense.

Recitals/Exhibits: Procedures to ensure that performance requirements are appropriately managed and scheduled and that policies and procedures are provided to the candidates.

Study Abroad: Programs/procedures in collaboration with the Study Abroad Office which provide rigorous study abroad opportunities for candidates requiring study abroad as part of their graduate study plan.

Program Commitment to the Graduate Student Advisory Council (GSAC)

Coordinators are responsible for ensuring the program engages its current students in activities that contribute to the advancement of graduate education. The Graduate Student Advisory Council (GSAC) provides a voice for graduate student input on matters pertaining to graduate study. The coordinator should ensure that the program has active representatives to GSAC. GSAC representatives should provide consistent communication on the activities of the GSAC to the department and vice-versa. Programs are encouraged to develop program-level advisory councils to foster input from students regarding discipline issues, changes in discipline content, or related issues.

Program Commitment to the Graduate Alumni Advisory Board & Alumni

Coordinators are responsible for ensuring that qualified alumni are nominated each year for the Outstanding Graduate Alumni Award. The Graduate Alumni Advisory Board reviews the nominations and selects the award recipients. They are also responsible for engaging alumni in order to seek input regarding ways to enhance or advance the quality of the program and to enhance philanthropic support for the program.

Programs should establish strong graduate alumni regional networks. Activities may include publishing alumni activities, recognizing alumni achievements, engaging alumni through on-campus seminars or forums featuring alumni speakers, social media, and establishing alumni advisory groups. Current member list: <http://www.eiu.edu/graduate/alumni.php>

Development of External Partnerships

The coordinator should actively advocate for, or seek, external support for the program through external partnerships with regional professionals, agencies or granting programs to secure financial commitments to advance the program.

Internship Partnerships: Programs that rely on professionals to supervise graduate candidates during internships should develop partnerships with internship site supervisors to advance the quality of the program. Activities may include developing a Site Supervisors Advisory Group, a recognition or awards programs for outstanding site supervisors, inviting supervisors to serve on assessment and/or review committees, or providing program development content for supervisors by seminars.

Grants and Contracts: Programs may secure additional program resources by seeking grants to implement centers, institutes, speaker's forums, or related functions that advance the quality of the program. The Office of Research and Sponsored Programs can provide guidance regarding curriculum enhancement grant opportunities.

Graduate Programs of Excellence (GPE) Process

Commencing in fall, 2023, graduate programs will have the opportunity to become a *Graduate Program of Excellence*. Programs seeking to earn this distinction must be able to provide strong, compelling data and examples as evidence of sustained excellence. In addition, Graduate Programs of Excellence must demonstrate how they will use Excellence in Graduate Education resources to build upon and enhance their graduate programs.

Four criteria are used when reviewing a program for this designation:

- Superior Graduate Education: Program Rigor and Excellence
- Program Accessibility and Flexibility in Program Delivery
- Enrollment Management and Recruitment
- Student Success and Support: Health and Wellness Initiatives

Programs earning the distinction of Program of Excellence will receive a \$7500 stipend to be used to further the goals of the established criteria.

MISSION CRITERIA 4

Roles and responsibilities for building and enhancing the excellence of the University's undergraduate majors and options through mutual and reciprocal research/creative activity with graduate students and faculty;

1. *Student Research Leadership*
2. *Program Commitment to the Graduate School Awards Programs*
3. *Program Commitment to the Graduate Exposition*
4. *Program Commitment to The Distinguished Graduate Students Awards Program*

Student Research Leadership

The coordinator promotes and advocates for rigorous research/creative activity by ensuring participation in the program's thesis/creative activity or research options. Coordinators should collaborate with program leaders to develop clear and well articulated research goals for the program. The plan should include the following information:

Program Level Commitments: Programs should establish an annual targeted number of theses or related research projects to be achieved. Programs should provide web and print materials that promote graduate research, and encourage participation in presenting work at both on- and off-campus venues. Orientations or forums should be held to explain procedures, connect graduate students with graduate faculty, allow for discussion and review of research opportunities, and to guide graduate students on compliance issues with graduate research requiring animal or human subjects.

College Level Commitments: Coordinators, in collaboration with program leaders, should develop activities that showcase graduate research activities when provided the opportunity. (i.e. college expositions and research fairs)

Graduate School Awards Programs

All programs should be active participants in the Graduate School's competitive awards programs that provide resources to promote graduate research participation. These include the Robert and Kathryn Augustine Distinguished Master's Thesis Competition, King-Mertz Research/Creative Activity (non-thesis) Awards Competition, Williams Travel Grants Competition, and the Graduate School Research Grants Competition.

The Distinguished Graduate Students Awards/Expo Program

The Distinguished Graduate Student Awards Program provides university-wide recognition for research and related creative activity completed during the last year. All programs should be actively engaged in this program to promote graduate student achievements. A research expo is held at the same time as the awards ceremony, programs should encourage their students to participate.

MISSION CRITERIA 5

Roles and responsibilities for developing opportunities for the discovery and application of knowledge with graduate faculty members who reflect the University's teaching and mentoring priority and who have a record of research/creative activity, and professional service.

1. *Graduate Coordinator Leadership*
2. *Graduate Faculty Development*
3. *Graduate Faculty Scholarship*

Graduate Coordinator Leadership

Coordinators are responsible for providing leadership for their graduate programs by representing the graduate faculty and the graduate program at all graduate education functions. Commitments include:

Program Commitments: Service to the program's graduate committee or graduate administrative structure and related program activities

Graduate School Commitments: Graduate Leaders Fall Summit, special meetings held with Deans and Chairs, the Distinguished Graduate Student Awards Ceremony, the Outstanding Graduate Alumni Advisory Board activities, etc.

University Commitments: Coordinators should seek nominations for the CGS and Council on Faculty Research, or related graduate or research committees that may be established and should participate in commencement ceremonies for graduate candidates.

Graduate Faculty Development: Coordinators are responsible for completing the graduate faculty nomination and re-nomination process and provide orientations, mentoring, or support programs for new graduate faculty or graduate advisers and update current faculty on changes or revisions in graduate education policies that impact the program.

Nomination Process: Coordinators should establish procedures to ensure nomination and updating of graduate faculty, associate graduate faculty, and adjunct graduate faculty. Coordinators should review graduate faculty expectations with faculty and provide mentoring or related support to ensure that graduate faculty meet the program's expectations for participation in graduate education.

Graduate Faculty Development

Coordinators should establish programs and activities related to faculty development programs for members of the graduate faculty. Programs may include partnerships with EIU's Faculty Development Office, the Graduate School, The Office of Research and Sponsored Programs, the International Students and Scholars Office, the Study Abroad Office, the Center for Student Academic Support and Achievement, or related campus offices.

Graduate Faculty Scholarship

Coordinators should collaborate with program leaders to establish programs that foster graduate faculty scholarship. Activities may include:

Program-level Advocacy: Coordinators should work with program leaders to establish annual meetings/forums that allow graduate faculty to discuss their research interests and goals. The purpose of the meetings is to link faculty interest with university and college resources that can support those interests and advance faculty achievement in research and creative activity.

College-level Programs: Coordinators should use faculty meetings or related venues to highlight college-level research opportunities for graduate faculty and encourage participation in such programs.

University-wide Programs: Coordinators should collaborate with the Office of Research and Sponsored Programs to advance faculty participation in competitions for internal and external grants to promote graduate faculty research. The Office provides various technical services to assist faculty in completing proposal applications

ADMINISTRATIVE STRUCTURE AND FUNCTIONS OF THE GRADUATE SCHOOL

GRADUATE SCHOOL DEAN'S OFFICE

Dean of the Graduate School: Oversees the functions of the Graduate School, Office of Research and Sponsored Programs, Office of International Students and Scholars, and Study Abroad Office.

Certification Officer/Program Assistant: The Graduate School Certification Officer/Program Assistant provides administrative assistance to the Dean of the Graduate School and has primary responsibility for oversight of the administrative functions of the unit, specifically the graduate assistantship program, and tuition waiver program. Additionally, the Certification Officer/Program Assistant is responsible for the certification of all graduate students who apply to graduate with a Master's or Specialist's degree or complete graduate certificates.

Graduate School Support Specialist: The Graduate School Support Specialist has primary responsibility for coordination of CGS meetings (receiving agenda items, creating agenda in conjunction with CGS Executive Board), staff liaison GSAC, management of all scholarships, grants and other awards, management of the GN4U program (Graduate Network for Undergraduates), event planning, and maintaining web and print resources.

Admission Records Officer: The Admissions Records Officer is responsible for evaluating credentials to determine

if prospective students and University employees are eligible for admission to Graduate School, for evaluating transcripts, monitoring admission requirements and corresponding with students as necessary.

Office Manager: The Office Manager handles all of the day-to-day reception duties of the office, including scheduling of the Blair Hall conference room, assistance with policy waivers, and assisting in the management of graduate assistantships.

THE OFFICE OF RESEARCH & SPONSORED PROGRAMS

Director of Research and Sponsored Programs: The Director of Research and Sponsored Programs reports to the Dean of the Graduate School, and has primary responsibility for leadership and administration of the University's grants and research programs.

Grants and Contract Development Specialist: The Grants Specialist assists the Director with execution of the duties of the Office of Research and Sponsored Programs and is involved in all office operations, including but not limited to, proposal preparation and post-award administration.

Compliance Officer: The Compliance Officer is responsible for coordinating all of the activities mandated by laws that protect animals and human subjects in research and teaching settings. Those functions include maintaining awareness of relevant regulations, developing and maintaining record-keeping systems.

THE OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

Assistant Dean for International Education: The Assistant Dean has primary responsibility for leading the University's international mission and is responsible for ensuring that the university remains in compliance with all current and emerging regulations and for all federal and state reporting requirements, and is the primary signature authority for I-20 and I-17 forms. The Assistant Dean also serves as the Primary Designated School Official (PDSO) for implementation of the federal Student and Exchange Visitor Information System (SEVIS) as related to the admission of international students. The Assistant Dean also provides leadership in all activities designed to develop, maintain, enhance, and promote study abroad at Eastern Illinois University.

International Student Coordinator: The Coordinator serves as a Designated School Official (DSO), and provides guidance to international students regarding SEVIS compliance. The coordinator also assists with admissions procedures.

Admissions Counselor: The Assistant has primary responsibility for providing full and comprehensive support for international student admissions, and for managing immigration information and related documents. In addition, the admissions counselor provides international student advisement.

Office Manager: The Office Manager maintains all office functions and assists in the admission and orientation processes as well as reception duties.

THE STUDY ABROAD OFFICE

Assistant Dean for International Education: The Assistant dean provides administrative leadership and management oversight of the Office of Study Abroad.

Coordinator of Study Abroad: The Coordinator of Study Abroad manages and promotes study abroad at Eastern Illinois University. The Coordinator also assists faculty in the creation and implementation of study abroad programs, which includes assistance with marketing, budgeting, and student advising.