

*updated 2018.07.31-nc*

**Department of Architecture**  
**DIRECTOR OF GRADUATE STUDIES**  
POSITION DESCRIPTION

The Director of Graduate Studies (DGS) oversees the graduate programs in the Department of Architecture and works closely with the Department Head, the Administrative Council, and the staff of the School of Architecture and Environment. The DGS helps to develop and administer policies and programs that improve the quality of the graduate curriculum and course offerings, foster research and advanced work among graduate students, and solicit new students to the department. The DGS maintains contact with the Graduate School, attending its periodic meetings of directors of graduate studies and interacting on matters of policy, and keeps up-to-date on University rules and policies that affect graduate education and teaching. The DGS also maintains connections between graduate activities, courses and students in Eugene and Portland and has an active presence in both locations.

Principal responsibilities include:

**Graduate Studies Committee:** chair committee and work with the committee to:

- Encourage graduate students to participate in the University Graduate Research Forum
- work with school staff to organize the Fall Open House, Grad Mixer, Spring Grad Day, informal spring mixer
- oversee and coordinate Graduate Studies approval of M.S. thesis proposals
- approve advanced-study clusters, specializations, and certificates of all professional-degree students
- encourage and oversee the development of new graduate specializations and joint/concurrent programs, working with relevant program heads
- update university catalogue as needed on graduate courses and programs

**GE Screening Committee:** chair committee and coordinate/communicate with staff and Department Head:

- Coordinate GE application process, timetables, review of letters, contracts
- review GE appointments and make recommendations on appointments to the Department Head
- provide updates and revisions to GDRS policy requirements

**Admissions:** work with school staff and school-wide graduate program recruiter on graduate recruiting, admissions, and orientation, including:

- responding to content inquiries from prospective graduate architecture students
- coordinating orientation and advising sessions for new graduate students in Eugene and Portland
- recommending recruitment scholarships for prospective graduate students
- initiating updates of the M.S. Guidelines

**Advising:**

- provide oversight and approvals on academic matters (e.g. transcript evaluations, advanced study clusters, specializations, course waivers, degree requirements, concurrent degrees, leave of absence)

**Liaison:** maintaining relationships with:

- the Graduate School and Graduate Council
- the PhD committee

- Certificate programs
- relevant school and department committees

Compensation:

The DGS is compensated with one course release and a fixed summer salary stipend of \$7000 for the 2018-19 academic year. Terms of appointment and evaluation procedures are as established in Section 8 of the department Internal Governance Policy.