USUSA GRADUATE STUDIES DIRECTOR

Charter

The role of the USUSA Graduate Studies Director is to enhance the quality of graduate student life through: academics, addressing student concerns, public relations, and service events. This is accomplished by assisting the USUSA Graduate Studies Senator in representing the collective graduate student body of Utah State University.

I. Eligibility and Term for the USUSA Graduate Studies Director
   a. Candidate applying for the Graduate Studies Director position shall be a fully matriculated graduate student and have completed at least one semester of full-time graduate coursework prior to USUSA elections to qualify for the position.
   b. The Graduate Studies Director shall serve a twelve-month term, which begins at the USUSA Inauguration at the end of Spring Term following inauguration. No limit shall be set on the number of terms a full-time, registered, matriculated graduate student may serve.

II. Duties
   a. Set goals and implement specific actions based upon the directives of the Graduate Studies Senator, Academic Senate, Executive Council, and the School of Graduate Studies.
   b. Communicate these directives, goals, and actions to the graduate student body, university administrators, university faculty and the community at large.
   c. Act as the presiding President and chairperson for the Graduate Student Council (see section III: a).
   d. Work as the liaison between the Graduate Studies Senator and Graduate Student Council (see section III: a).
   e. Make reports to the Graduate Studies Senator on progress toward achieving these directives. A year-end summary report shall be presented to the Graduate Studies Senator and a written report shall be filed in the Academic Senate records.
   f. Meet with the Graduate Studies Senator at least twice a month to keep current on the status of graduate student projects.
   g. Coordinate all concerns and committees between the Graduate Studies Senator and USU graduate students.
   h. Chair and oversee the Graduate Enhancement Award (see section III: b).
   i. Serve as a member of the Graduate Council and any committees, sub-committees or boards identified by the Graduates Studies Senator and the Office of Research and Graduate Studies.

III. Programs Sponsored
   a. Graduate Student Council
i. The role of the Graduate Student Council is to ensure that graduate students from each academic college have adequate representation. The Graduate Student Council will meet to discuss possible problems students are facing and solutions that might follow. The Graduate Studies Director acts as the chairperson while the Graduate Studies Senator acts as a committee member and primary liaison to university administration to help carry out initiatives. The structure and procedure of the council is outlined below:

ii. The Graduate Student Council will consist of one graduate student from each college appointed through a collaborative effort between the Graduate Studies Senator and the college’s respective senator. This appointment shall take place immediately following the USUSA elections and the term shall last for one calendar year. Each graduate student college representative will then work with their respective college senator to appoint departmental representatives to better represent each college.

iii. The Graduate Student Council will meet once prior to the ending of the semester the Graduate Studies Senator is elected. Following this, the council should meet at minimum, once a month during both the Fall and Spring semesters.

b. Graduate Enhancement Award

i. The purpose of this award is to support outstanding graduate students at USU who have consistently shown a track record of excellence. The awards are granted to students that show a history of using knowledge gained through educational opportunities to contribute to Utah State University campus, to local and national communities, and to their professional field to foster lasting change.

ii. The Graduate Enhancement Award application and award process will be led by the Graduate Studies Director with oversight from the Graduate Studies Senator and the Student Involvement and Leadership Center.

iii. The Graduate Studies Director will responsible for facilitating advertisement, collection of applications, formation of reviewing panel, and applicant notification for the Enhancement Award with the assistance of the Graduate Student Council.

IV. Committee Assignments

   a. Enhancement Award Committee
   b. Graduate Student Council
   c. Graduate Council
   d. Graduate Studies Senator Appointed Committees

V. Time Expectations

   a. Meet with the Graduate Studies Senator at least twice per month.
   b. Meet with the Graduate Student Council at least once per month.
c. A minimum of 5 hours of work a week is expected to complete the role effectively.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Graduate Studies Director

Printed Name: ______________________________

Signed: ____________________________________

Date: ______________________________________