



Graduate program directors at CSU Bakersfield ..... 4

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    Graduate (MA/MS/Doctoral) and Credential Programs (as of 2024-2025) ..... 4

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    Graduate directors may have

Additional





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First steps: Things to know before you begin

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Selection and appointment of a Graduate Program Director

Procedures for Graduate program director selection and review are outlined in [University Handbook](#) Section 312 ([Appendix A: Graduate Program Director Responsibilities, Selection, and Review](#)). During this process, it is important for units and/or programs



Associate Dean of Graduate and Undergraduate Studies to ensure program is receiving emails and updates related to graduate activities

Passwords to program social media accounts shared

Meet with school dean and unit chair to negotiate support and expectations for new director

## Graduate program policies and organizational structure

### Oversight

The Associate Dean of Graduate and Undergraduate Studies (AD-GUS) works closely with the academic

Academic programs and operations

The “Division of Graduate Studies” section of the [University Catalog](#) contains information and policies that apply to students within our graduate programs. Also including in the catalog are the University





Assessment and program standards

Graduate directors are responsible for overseeing program assessment activities and reporting these activities and results (TaskStream). Ideally, assessment activities are developed and completed by all graduate faculty within the program and are designed to be informative tools in the maintenance of an effective and rigorous graduate program.

Alumni tracking

There is no current general tool available to graduate directors to track alumni, but programs should consider ways to implement alumni tracking and outreach. As lead data manager for the program, graduate directors are equipped to contact students

## Graduate student support and resources

### Graduate Student Center

There are myriad events, workshops, resources, and references available through the Graduate Student Center. These are regularly updated and both directors and students should be encouraged to regularly consult this page:





chair or director. Chairs or directors are expected to serve no more than two (2) consecutive three-year terms. (Revised 07-17-19)

#### 312.4 Annual Feedback Meeting

The dean shall meet with the chair or director at least annually to provide feedback regarding the Criteria specified at the time of appointment. This feedback may, but is not required to, include data from the faculty of the department or program, except in the third year, when data from the faculty shall be considered in accordance with section 312.5 below. (Revised 07-17-19)

#### 312.5 Review

During the third year, all chairs and directors, including those in their final year of service as chair or director and those who are retiring shall be reviewed by the department or program faculty. The dean shall meet with the Department to discuss how they wish to proceed with the review. In preparation for the review, chairs and directors may, at their own initiative, submit to the department faculty and the dean a (shal)3(l be)12( re)8(v)-4(ie)11(we)-3(d)3( )9(b)3(y)-3( t)-3(h)3(e)] Tdepartment fa





### Appendix C: Mission and goals of the Division of Graduate Program

*The mission of the Division of Graduate Programs at CSUB is to prepare students with discipline-specific intellectual skills for employment or continuing education. Through post baccalaureate programs, the graduate division provides all students numerous opportunities to achieve academic excellence; explore diverse ideas; develop a passion for higher learning; and engage with graduate faculty and the community (approved 10/27/2014).*

Our goals (approved March 9, 2015) are to:

1. Provide campus-wide leadership in graduate student affairs and academic policies.
  - a. Serve as a primary resource for faculty, program and department Chairs, and Deans on all policies related to graduate studies
  - b. Provide information to prospective students about available educational opportunities
  - c. Maintain and facilitate accurate data tracking, recording, and data utilization for evidence based decision-making
2. Develop and sustain a graduate culture with a sense of purpose, direction, and cohesiveness.
  - a. Maintain a graduate level identity that is evident in the University catalog and website; and department publications
  - b. Organize student events that emphasize the unique and distinct nature of graduate studies compared to undergraduate studies
  - c.



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- \_\_\_\_\_ Culminating experiences must be classified as one of the following products (California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 7, (b), (3)):
- (1) thesis/dissertation,
  - (2) project, or
  - (3) comprehensive examination.

Culminating experiences checklists:

See individual checklists below for each type of culminating experience. Graduate programs should have policies and procedures in place that meet these requirements.

#### Thesis/Dissertation

*Proposal development and project oversight:*

- \_\_\_\_\_ Graduate Committee Chair (advisor) is assigned to assist the student with their thesis/dissertation proposal and project.
- \_\_\_\_\_ A Graduate Committee (with a minimum of 3 members and a majority of Graduate faculty) is formally assigned to the student and project, overseeing the development, progress, and completion of the student culminating experience.
- \_\_\_\_\_ The Graduate Committee is responsible for:
  - \_\_\_\_\_ determining the feasibility and merit of the proposal/plan;
  - \_\_\_\_\_ reviewing the proposal/plan;
  - \_\_\_\_\_ familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance;
  - \_\_\_\_\_ reviewing and approving the methodology and any instrument or questionnaire used in data collection; and
  - \_\_\_\_\_ ensuring that the student project/proposal is reviewed and approved by the appropriate campus-level committee (e.g., IRB or IACUC).
- \_\_\_\_\_ Students are only permitted to proceed with their proposed project after approval from their Graduate Committee.
- \_\_\_\_\_ Policies are in place to document formal approval of a student's plan or proposal from the Graduate Committee, signifying that the student has permission to proceed with the study as outlined in the proposal or plan.
- \_\_\_\_\_ A copy of the student's approved proposal/plan should be retained by the program.

*Format and content:*

- \_\_\_\_\_ The thesis/dissertation represents a written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a

- \_\_\_\_\_ The Graduate Committee shall evaluate the adequacy of the bibliography/literature cited to ensure that theses/dissertations adequately represent the state of knowledge on a topic, represent student expertise in their chosen area of specialty, and fairly present the research of others;
- \_\_\_\_\_ The Graduate Committee evaluates the culminating experience to determine if it meets university standards;

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project's significance, objectives, methodology, and conclusion or recommendation(s).

*Evaluation and documentation:*

\_\_\_\_\_ An oral defense and/or public presentation of the project is required;

(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;

\_\_\_\_\_ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and

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