

East Tennessee State University  
Graduate Council

**SELECTION AND APPOINTMENT OF GRADUATE COORDINATORS**

Each master's, doctoral, specialist, and graduate certificate program must have a graduate coordinator who serves as the primary responsible party for graduate education within the program and as the official liaison between the program and the Graduate School on all matters related to the oversight and management of the graduate program.

The selection of the graduate coordinator originates with the program/department following guidelines established by the unit. Graduate coordinators should be experienced faculty members. Graduate coordinators may be appointed or elected, and they must meet the eligibility requirements established by the Graduate Council.

ELIGIBILITY TO SERVE AS A GRADUATE COORDINATOR

1. A graduate coordinator must hold Graduate Faculty status at the "Member" level. Criteria for graduate faculty status is found in the "[Guidelines for Graduate Faculty Appointment.](#)"

In the case of a new faculty member hired to be a graduate coordinator, the faculty member must be eligible for appointment as a Member of the Graduate Faculty and must submit an application for Graduate Faculty Appointment for review at the next scheduled review time, which can be found on the Graduate School website. The new hire can serve as a graduate coordinator pending review and approval of graduate faculty status by the Graduate Council.

2. Graduate coordinators must maintain graduate faculty status throughout the duration of their time as a graduate coordinator. Should a graduate coordinator's faculty status lapse, be denied, or terminated, they would not be eligible to serve as a graduate coordinator.
3. As applicable, a graduate coordinator must maintain any relevant licensure or certification required by the discipline, profession, or state.
4. The coordinator must be approved by the Dean of the Graduate School.

Exceptions to these requirements may be warranted due to staffing changes, program demands, accreditation, or the like; such cases may be presented to the Dean of the Graduate School for review and approval.

#### PROCEDURE TO BE APPOINTED AS A GRADUATE COORDINATOR

When a program selects a new graduate coordinator, a Coordinator Update Form must be submitted to the Graduate School. This form can be found on the “Forms” page of the Graduate School website. This form routes to the Dean for approval. It also routes to all relevant places where the coordinator information needs to be updated.

#### History

Approved by Graduate Council 06/28/22