1. Doctoral Program Administration

The Doctoral Program is administered by the Graduate Studies Committee (GSC) which is chaired by the Director of Graduate Studies (DGS). The Graduate Studies Committee is typically composed of five English Department faculty members who are appointed (or continued) each year by the Department Chair. Among the committee’s members is the Assistant Director of Graduate Studies (ADGS) and one graduate student representative elected by the English Graduate Students Association (EGSA).

The GSC conducts all business that concerns the nature and function of the Graduate Program. It has the following responsibilities:

• to consider petitions for variances from stated regulations
• to serve as the admissions committee for applicants to the Graduate Program
• to judge and recommend nominees for awards and fellowships
• to discuss, formulate, and present to the full faculty recommendations for changes to the program
• to consider appeals from individual graduate students on matters pertaining to comprehensive exams
• to consider and comment on dissertation proposals
• to consider and present to the faculty proposals for new graduate courses
• to consider requests for leaves of absence
• To consider travel grants

Appointed for terms of three years, the DGS serves as a liaison between the English Department and the Graduate School, as well as between the individual graduate students or groups of graduate students and the Graduate School. The DGS also monitors each graduate student's
progress toward the degree; schedules and administers the comprehensive exams; if needed, mediates conflicts between graduate students and faculty; and designs the schedule of graduate course offerings such as to insure adequate coverage in the fields that the graduate student body represents at a given time.

If needed, the Department Chair appoints an ADGS on an annual basis. The ADGS’s responsibilities include Project Publish; assigning teaching mentors to graduate students; and reporting to the DGS on graduate students’ teaching evaluations and mentor reports. As Job Placement Officer, the ADGS also designs workshops for job applicants and offers job placement assistance, such as mock interviews and practice talks for on-campus interviews.