

PhD Program Coordinators – HDSP and LS

Doctoral program coordinators in the School are traditionally appointed for three-year terms, by the Dean, in consultation with program faculty. New appointments are planned for and made no later than the spring of the final year of the outgoing program coordinator, for a term starting the next academic year. The following responsibilities and duties characterize how program coordinators function in the School:

Intellectual leadership. (1) Articulate the vision for what the program is about and what it has to offer (to diverse constituencies ranging from prospective students, to prospective employers of our students, to our colleagues within the School and Northwestern, to competitor universities nationwide, to prospective funders of training grants); (2) serve a mentoring role if necessary in a transition role for the next program coordinator.

School and University roles. (1) Serve as the "voice" of the program's faculty for all important issues as called upon in School and University affairs. (2) Liaison to The Graduate School on program and student matters.

Continuing Graduate Students. (1) Provide guidance related to substantive issues in the program; (2) Oversee the progress of all enrolled students, and communication with students about progress; (3) Oversee the administration of any qualifying exams or requirements; (4) Consult with the dean's office on the preparation and confirmation of annual student funding plans.

Recruiting and Admissions. 1) Field questions from prospective students, or direct them to other faculty as appropriate; (2) Plan and coordinate with program faculty the process of reviewing student applications, and making admissions decisions; (3) Oversee prospective student visits and recruiting events.

Budget. (1) Ensure that program budget is kept in order; liaison with SESP Director of Business and Finance; (2) propose any special budgetary needs for the program to the dean's office.

Curriculum content and practices. (1) Oversee review and improvement of program curriculum with program faculty as needed; (2) Guide process of aligning available faculty resources in a given year with needed courses for the program; recommend to Dean which faculty should teach which courses each year after faculty consultation.

Supervision. (1) Provide instruction to support staff with regard to program work and priorities; (2) Participate in the annual evaluation process for program staff.