

UF CVM Office of Research and Graduate Studies (ORGS)

Department Graduate Coordinators: position description

Department Graduate Coordinators (DGC) play an important role in CVM's mission of graduate education—in coordination with CVM's Department Chairs and CVM ORGS

[1] Eligibility

Newly appointed DGCs should have:

[a] Rank of Full Professor, Associate Professor, or Senior Lecturer with experience in research and graduate education (e.g., has served as committee chair or co-chair and graduated at least one doctoral student with dissertation in the past five years).

[b] Graduate faculty status in CVM and be appointed by the Department Chair;

[c] Training in mentor-mentee best practices (e.g., UF CTSI or equivalent <https://www.ctsi.ufl.edu/education/training-workforce-development/>).

[2] Main responsibilities

[a] To know CVM/Department policies and guidelines in the mission of graduate education, including those reported in PhD and MS student handbooks, as well as Forms 1 and 2, Transfer of Credits, Mentor-Mentee Agreement, Individual Development Plan (IDP), Qualifying Exam-Admission to Candidacy Form, Final Exam Submission Form, and Conflict Resolution. All CVM ORGS graduate education policies, guidelines, and resources are posted here <https://research.vetmed.ufl.edu/students/>

[b] To provide guidance to graduate students and graduate faculty in selected Department in all matters related to graduate education from admission to graduation;

[c] To monitor and evaluate students' progress towards graduation;

[d] When applicable, the DGC should coordinate with designated Graduate Studies Committee member in selected Department on all matters related to graduate education (e.g., approval of new courses, evaluation and selection of UF or CVM graduate student awards, assistantships, scholarships, or motions that require approval by the Graduate Studies Committee or at Faculty Assembly);

[e] To participate in additional graduate education duties as described below.

[3] Monitoring and evaluation

In coordination with CVM ORGS, the DGC should have a monitoring and evaluation system in place to track student progress to graduation, and to identify student needs for a better academic experience. The DGC should schedule annual one-on-one meetings (e.g., Fall semester) with graduate students to assess academic progress toward graduation.

[a] **Form-1** is an instrument designed for the student to plan the master's or PhD coursework and milestones for the entire duration of the graduate training program. Form 1 is required for all MS and PhD students and should be completed by the student and approved/signed by all members of the student

supervisory committee, the DGC, and the Associate Dean for Research and Graduate Studies by the end of the first semester after enrollment (master's students) or the second semester (PhD students). When needed, the Form-1 can be revised and approved/signed by all parties identified above.

[b] **Form-2** is an instrument designed assess student progress to graduation. Form should be completed semiannually, when the student meets with all committee members to assess student progress (research, coursework, thesis, dissertation, or capstone project).

All graduate students

[c] **Mentor-Mentee Agreement (MMA)**. The student and designated major professor should prepare and sign a Mentor-Mentee Agreement MMA.

In addition to academic advice, monitoring and evaluation, an major professor is expected to serve as mentor and provide guidance, emotional support, and life-balance to the student. Most good mentor-mentee relationships require a good match of values (e.g., trust, good communication and management skills, passion for research, resources, and sense of urgency). The MMA offers an opportunity to document (i) frequency and duration of meetings with the major professor and the graduate student supervisory committee to monitor and evaluate progress toward graduation; (ii) working hours and vacation time; (iii) when and how to prevent or manage a conflict resolution; (iv) mentor's and mentee's values; (v) expected guidance, emotional support, and actions or behaviors that can enhance life-balance; (vi) other. If the student and the major professor prefer, the student can identify a faculty member on campus (e.g., home Department, CVM or another UF academic unit) who is willing to serve as the designated mentor.

[d] **Individual Development Plan (IDP)**. All UF MS and PhD students are required to create and update an IDP on an annual basis (e.g., Fall semester) in consultation with their major professor. The IDP is intended to be a working document, to guide new and continuing PhD students in identifying, pursuing, and meeting their professional and personal goals.

The student and the major professor should develop a professional development plan that meets the student's professional and personal goals, and that is considered feasible and acceptable to both parties. The plan can include selected professional development activities such as (i) graduate seminars with emphasis in science communication (e.g., VME 6937L) ; (ii) education and training in responsible conduct of research (e.g., VME 6767); (iii) grant writing <https://www.ctsi.ufl.edu/education/grant-workshops/grant-writing-graduate-courses/>; (iv) teaching opportunities; (v) attendance to and participation at local, national, or international scientific meetings; (vi) team science education and training activities offered on campus <https://graddev.ufhealth.org/learn-discover-lead/>; (vii) externships in the private/public sectors or at institutions of higher education; (viii) other.

The professional development plan with proposed activities should be formulated in Fall semester for implementation in the following calendar year, January to December (or Spring, Summer, Fall semesters).

CVM graduate students appointed as Graduate Assistants are required to present their MS or PhD research plan or research results every year at the Annual UF CVM Research and Phi-Zeta Celebration conference on campus in April. Research abstracts are due on January 31st.

PhD students

[e] **Qualifying Exam (QE)**. A CVM program goal in the mission of graduate education is for PhD students to complete the QE within the first seven semesters after enrollment. It is important for students

to complete all or most required courses in preparation for the QE (e.g., responsible conduct of research, statistics, grant writing, four of six credits in graduate seminars, biochemistry/molecular biology). Participation of DGC in the QE is not required; but to monitor CVM's program goal of time to completion of the QE.

The QE must be scheduled in coordination with CVM ORGS jpastrano@ufl.edu at least two weeks before the QE is held. The threshold of seven semesters is an education program goal approved by CVM ORGS and CVM Graduate Studies Committee. The program goal is monitored and evaluated every year (end of Summer semester) by UF CVM ORGS, UF Provost Office, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for accreditation purposes.

[f] Duration of the PhD program

In general, CVM PhD students should complete their PhD training program in four years. If additional time is required, the major professor should be prepared to use own research funding to pay for stipend, tuition, and.

[4] Transfer of credits

When necessary, transfer of credits should be requested by the student (in consultation with the major professor and the Department Graduate Coordinator) to CVM's Associate Dean of Research and Graduate Studies robishawj@ufl.edu **during the first semester after enrollment**. Form 1 can be used to explain and justify the transfer of credits of interest.

[5] Additional duties

To provide guidance to new applicants with interest in graduate education and training opportunities in selected Department;

To attend and present at the UF CVM Annual Orientation for New Graduate Students in August;

In coordination with CVM ORGS and the President of the Veterinary Graduate Student Association (VGSA), to organize an internal competition at the department level for selection of best graduate student paper/oral presentation in February—in preparation for the Annual UF CVM Research and Phi-Zeta Celebration Conference in April;

To serve as judges during the annual Top Dog and Best in Show competition for best DVM student paper/oral presentation and best graduate student paper/oral presentation at the Annual UF CVM Research and Phi-Zeta Celebration Conference in April;

To serve in CVM's Graduate Student Peer Mentor Program's management team;

To meet with CVM ORGS Director of Graduate Education and other DGCs annually, in Spring semester, to assess graduate students' academic progress towards graduation;

In coordination with the designated Graduate Studies Committee member in selected Department and CVM ORGS, to provide guidance to graduate faculty with interest in developing new graduate courses;

To collaborate with CVM ORGS in selected ad hoc tasks (e.g., formulation of student satisfaction survey, other tasks as needed);

CVM ORGS support

Jimmy Pastrano, Academic Program Specialist jpastrano@ufl.edu

Audrey Natwick, Academic Program Specialist a.dickinson@ufl.edu

Jorge Hernandez, Director of Graduate Education hernandezja@ufl.edu

Janet Robishaw, Associate Dean for Research and Graduate Studies robishawj@ufl.edu

The position description will be review/revised annually or more frequently (as necessary).
