

**Medical College of Georgia
School of Graduate Studies**

MISSION:

The mission of the School of Graduate Studies of the Medical College of Georgia is to provide a rich intellectual, academic and research environment for educating students to become leaders in the discovery and dissemination of knowledge, and in its application to human health and disease.

FUNCTIONS:

I. Coordinate graduate training and provide quality assurance		
	Specific Function	Examples and Comments
A.	Provide additional level of faculty review to ensure quality	Graduate Faculty appointment criteria and process; SGS review and recommendation for promotion and tenure
B.	Set basic criteria for outcomes assessment	Minimum admissions requirements; requirements for continued enrollment, graduation
C.	Standardize policies and practices among graduate programs	Faculty: grad faculty appointment process; Students: Minimum academic requirements, milestones of progress to degree, graduation requirements
D.	Standardize oversight for student progress	Annual thesis advisory committee meeting report
E.	Coordinate and manage student recruitment activities	Graduate Research Day; informational brochures, support for recruitment trips
F.	Assure quality of programs	Review and approval of new program proposals, curriculum revisions; Comprehensive Program Review
G.	Coordinate graduate curricula and schedules of course offerings	Produce and distribute course offering list each semester
H.	Streamline operations via centralization of common duties, tasks	GRA appointments and management, graduation audit, tracking of graduates, source of information for internal and external data-gathering on programs, enrollment surveys
II. Stimulate interdisciplinary education and research		
A.	Promote faculty cohesiveness, collegiality, and communication	Graduate faculty draws from all schools on campus, and work together to resolve complex issues related to graduate education
B.	Optimize use of resources (e.g., faculty) while allowing increased opportunities for students to enroll in a variety of courses	Doctoral nursing and MS in AHS students enrolled in biomedical sciences core courses
C.	Promote value of graduate teaching toward faculty evaluation, promotion and tenure	SGS review and letters of support for P&T; input on teaching metrics (SOM)
D.	Administer Biomedical Sciences PhD program	Common recruitment and admissions program; first-year core curriculum
E.	Sponsor and coordinate Speakers Bureau [Also pertains to Function I, above]	Continually updates list of speakers, contacts institutions to arrange trips.
F.	Administer STAR program [Also pertains to Functions I and III]	Recruitment of students, organizing educational seminars and social activities, coordination of research symposium, follow-up with students as part of SGS recruitment activities

III. Assure that students are provided an optimal environment		
A.	Serve as impartial advocate for graduate students	Dean's representative during Comprehensive Examination administration
B.	Sponsor campus events specifically targeted to graduate students	Hooding Ceremony, Graduate Research Day, Welcome Back Reception
C.	Serve as a resource for addressing student grievances	Graduate faculty serving as student advocate in student grievance process
D.	Promote and provide partial financial support for Graduate Student Organization	Food for lunch meetings, T-shirt sale

GUIDELINES for assisting the Graduate Council in determining which educational programs belong in the School of Graduate Studies:

The MCG School of Graduate Studies should serve as the home for programs that:	
A.	Center on creating new knowledge and/or focus on developing creative, integrative, higher-level thinking
B.	Offer degrees beyond the baccalaureate or first professional degree

Approved by Graduate Council, MCG School of Graduate Studies, May 14, 2004