

**MEMORANDUM OF UNDERSTANDING**  
**Department of Justice Studies**  
**Graduate Coordinator**

**Position Summary:**

The Graduate Coordinator chairs the Graduate Curriculum Committee. This coordinator acts as lead advisor for, and coordinates all business related to, the department's graduate programs. The coordinator develops programming, oversees performance, serves as a resource for students, faculty, and staff, and works in consultation with the Chair. The coordinator is also responsible for department compliance with the SJSU catalog and policies related to graduate programs.

**Essential Responsibilities:**

1. Curriculum and Instruction
  - a. Serve as Chair of the Graduate Committee, including maintaining meeting notes
  - b. Advise faculty on department, college, and university graduate curriculum and instruction policies and practices
  - c. Act as liaison between faculty and students to facilitate ethically responsible mentorship (e.g., via work on faculty projects, culminating experience advising, thesis chair and committee members)
  
2. Graduate Advising
  - a. Organize and conduct orientation for new graduate students
  - b. Assist students in planning a course of graduate study
  - c. Maintain correspondence between students and the graduate program
  - d. Develop and maintain advising materials, including on the department website
  - e. Update and maintain the Graduate Student Handbook
  - f. Oversee admission to candidacy
  - g. Sign and process student paperwork
  
3. Program Management
  - a. Advertise the graduate program to potential students
  - b. Coordinate evaluation of applications and admit new students to the program
  - c. Facilitate development of graduate program activities
  - d. Work with Department staff to maintain graduate records and files
  - e. Ensure compliance with rules governing regular and special session programs
  
4. Department Representative
  - a. Liaison between the Graduate Studies Office, GAPE, and the Department
  - b. Represent the graduate program to appropriate external groups and persons
  - c. Participate in all meetings and department events as part of the leadership team
  
5. Other Duties
  - a. Update department information for, and ensure department compliance with, the SJSU catalog
  - b. Lead the assessment of graduate programs and courses
  - c. Work in consultation with the department chair to fulfill duties of the position
  - d. Other related tasks as needed by the department, college, or university

*In exchange for receiving .20 FTEF assigned time to serve as Graduate Coordinator, I agree to perform all essential responsibilities in this MOU and to address unforeseen issues related to graduate programs. I understand that I will be expected to be readily available and on campus at least 3 days per work week. I will schedule and hold at least 4 additional hours of office hours each week during the academic year. I also understand that it is my responsibility to conduct business on campus at unexpected times and outside my scheduled office hours.*

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Printed Name

Signature

Date