GRADUATE ADVISOR APPOINTMENT FORM

Texas State Graduate Advisors must be members of the Graduate Faculty (Academic Affairs PPS 7.03 The Graduate Faculty - http://www.provost.txstate.edu/pps.html - scroll down to 7.03). The graduate advisor is recommended for appointment by the chair/director of the academic department in which the program is administered and approved by the Graduate Dean.

Graduate Advisor:

Name:_____ Net ID: _____

Program: _____ Level: _____

Phone: _____ Office:_____

(The phone and office numbers provided will be displayed on our website at http://www.gradcollege.txstate.edu/apply.)

Effective Date:_____ Primary Advisor: Y ○ N ○ Co Advisor: Y ○ N ○

Previous Advisor:_____ Net ID: _____

Recommendation access in GATS is limited to two people, the Graduate Advisor and either a co-advisor or advisor support. Complete the Graduate Advisor Support Access Form for faculty/staff who are graduate advisor support. Complete the Graduate Faculty Admissions Committee reviews to have access to admission documents in BDMS.

Date Access Should be Terminated for Previous Advisor: _____

Comments: _____

Current Graduate Faculty Appointment: Y ○ N ○

Comments: _____

_____

Role of the Graduate Advisor

Graduate advisors have a major role in the academic life of graduate students. Texas State Graduate Advisor responsibilities include, but are not limited to:

- serving as program liaison with the Graduate College
- submitting admission recommendations
- initiating degree audit changes
- coordinating program recruitment and retention initiatives
- coordinating graduate assistantships and scholarships with the department chair
- reviewing curriculum with program faculty
- coordinating comprehensive examinations
- serving and/or chairing departmental and Graduate College committees
- supporting program research initiatives
- facilitating internal and external program review with the department chair
- advising and mentoring students as they work toward the completion of degree requirements

Graduate advisors support the mission of the university and reflect the high standards of leadership in graduate education, as defined by the Council of Graduate Schools in the U. S.

By signing below, you approve this appointment.

_____

Department Chair Date

_____

Dean of the Graduate College Date

PLEASE NOTE: This form should be routed through the department chair and then to the graduate dean via Janet Moseley (jm36) and Sylvia Mobley (sm39).

Revised 7-27-2016