Key Things for a Department Chair to Know about the Graduate School

Below is information that can assist you in your role as department chair, especially in advising your faculty and staff. The Graduate School houses Graduate Studies (think graduate programs, graduate students, graduate assistantships, and shared governance) and the Office of Research and Projects (think research compliance, internal grant programs, and all things associated with funded projects).

- ❖ **Notify graduateschool@siue.edu:**
    - o if you will be out for an extended period
    - o you are stepping down mid-year
    - o of changes to school/college committees that review internal funding proposals

Graduate Studies (graduateschool@siue.edu)
- Anyone teaching a graduate-level course and/or overseeing culminating projects (such as theses), must have Graduate Faculty Status
- Retirees can continue to mentor students and have access to some internal funding programs through Emeritus Faculty and Emeritus Graduate Faculty Status
- For changes to graduate courses and programs:
    - o 90C/91A EZ and Grad Admission Process Change requests
        - ▪ See form for list of what course (90C) and program (91A) changes qualify for the EZ form.
        - ▪ For changes to graduate program admission processes that do not change actual admission requirements (which require a 91A in CurricuNet), such as changing app deadlines, test waiver instructions, and essay prompt clarifications, utilize this form.
- Direct questions about GA hiring/contracts to graduateschool@siue.edu or Graduate Studies staff
- The Graduate Assistantship Handbook can answer most questions about assistantships
- General resources
    - o Graduate Program Management: Resources for managing graduate programs & curriculum.
    - o Information & resources for effective recruitment, admissions, and onboarding of graduate students
    - o Important information on graduate student advising and degree requirements for all faculty who advise and/or teach graduate students
    - o Extensive online resources, including interactive online modules, for all graduate faculty to enhance their mentoring of graduate students.

Compliance (researchcompliance@siue.edu)
- For all questions about any drone use, animal use, research misconduct, human subjects research (IRB), biohazardous materials use, financial conflicts of interest (including management plans), and cannabis/hemp/alcohol research, contact the research compliance staff.
    - o Use of animals in teaching and/or research – set up a meeting with our office early!
- For outside employment questions, contact the Provost's Office.
- For what to do if research misconduct is suspected or known (This is distinct from plagiarism in a course.)

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Key Things for a Department Chair to Know about the Graduate School

Internal Funding
- The Graduate School provides a wide array of internal funding programs to support graduate students and faculty.
    - For non-competitive funding, direct questions to gradschoolaccounts@siue.edu.
    - For competitive funding for students, direct questions to graduateschool@siue.edu.
    - For competitive funding for faculty, direct questions to siueesearch@siue.edu.
- What will you need to do?
    - You will need to approve proposals for some of the programs.
    - You will need provide an evaluation or support letter for some programs.
    - You will need to nominate faculty for the Vaughnie Lindsay and Hoppe programs.
- What happens when funds are awarded?
    - The award notification provides details on how the funding works.
    - For programs in which 100% of the funds are transferred, generally the unit is responsible for the spending following the program requirements.
    - Other programs are reimbursable.

External Funding
- To determine if funds are donations/gifts or sponsored projects, contact the Foundation and the Graduate School Associate Dean. Also see Policy 1M13 Determining Funding Classification.
    - If you get a check for a sponsored project, contact awardmanagement@siue.edu and/or send it to the Graduate School (Box 1046).
- See Proposal Development and Project Management Roles and Responsibilities linked on the Funding website to determine who is responsible for what.
- Reviewing proposals for external funding in Kuali Research
    - We recommend you review and agree with the following before approving:
        - course release requests
        - cost share
        - ICR split
        - those faculty who are close to or at the 14-month salary limit
    - Pre-Award staff can answer questions.
- Financial aspects of a project that require your oversight:
    - Reminding PIs of the need to:
        - review payroll certifications
        - submit in a timely fashion, review, and maintain supporting documentation for all financial documents (APIDs, transfer vouchers, pcard transactions, etc.)
        - follow and keep projects within the approved budget.
            - *Overspending on projects is the department's responsibility.*
    - Understand departmental responsibility of cost share components (if applicable)
    - Review and approve employment status change forms (Job Change Requests, etc.)
- Direct questions about an awarded sponsored project (i.e., 76 account) to the assigned grant accountant and/or Director of Award Management.

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