**OFFICIAL**

OCED Policy and Procedure 3.05 Graduate Recruitment

Issued: 6/07 (11 paragraphs)

Review Cycle: July 1, E2Y

Review Date: July 1, 2011

Reviewer: Program Chair, Occupational Education

**PURPOSE**

1. The purpose of this policy and procedure is to provide the faculty with an outline of their responsibilities concerning the recruitment of graduate students.

**POLICIES**

1. The Chair of Occupational Education with consultation of the faculty and dean will determine the target number of graduate students to be enrolled in the program and communicate this goal with each faculty member.
2. The faculty will be proactive in identifying effective advertisement opportunities.
3. Faculty will identify undergraduate students who are potential candidates for the graduate program considering factors such as, GPA, work experience, and interest. Advisors will notify selected students and inform them of graduate programs and opportunities.
4. The Chair of Occupational Education and the faculty will work together to contact graduate students who have decided to discontinue the program in order to determine ways of improving student satisfaction and retention.
5. The faculty will make reasonable efforts to stay in contact with graduate students to assist in promoting learning, research and retention.
6. All members of Occupational Education will consider the individual work loads of each faculty member in order to ensure that advisors will be available to meet with students to address any concerns the student may have about the graduate program.
7. All members of the department are encouraged to present ideas to the Chair concerning ways of improvement of student recruitment.
8. A graduate plan will be developed each year in conjunction with the Graduate Advisor and faculty.
9. Faculty will maintain records of graduating undergraduate students contacted and forward this electronically to the Chair and Graduate Advisor.

**CERTIFICATION STATEMENT**

1. This PPS has been approved by the reviewer listed below and represents Texas State’s Occupational Education Program policy and procedure from the date of this document until superceded.

Review Cycle: Review Date:

Reviewer: Date:

Approved: Date:

 Stephen B. Springer, Program Chair

 Occupational Education

Texas State University-San Marcos

Occupational Education Program

Last Updated: May 20, 2009

Send comments and questions to: ss01@txstate.edu