

Tasks & Responsibilities Director of FASoS Graduate School (GS)

Background and terms

In 2007, the Graduate School (GS) of Arts and Social Sciences was established to offer training and structured guidance to PhD candidates.

The Graduate School works under the guidance of a Director who is in turn advised by the GS Advisory Board (GSAB) that consists of academic staff involved in the PhD training and one PhD candidate. The Director works closely together with the **assistant** of the Graduate School and the **GS academic coordinator**.

This position of GS Director will become vacant as of **1st September 2017**. The Director is appointed by the FB for a period of 2 years. Reappointment is possible, and she/he receives 200 SOLVER hours per academic year for this work.

Applications for this position are welcome and should be directed to research-fasos@maastrichtuniversity.nl by **24 February 2017**.

Profile of GS Director

To avoid conflicts of interest, the Director of the Graduate School will generally not at the same time be a member of the FB or the head of a research programme.

The Director of the GS is also Director of Studies for the training of PhD candidates. He/she mandates the practical organization of the training to the academic coordinator of the GS.

The Director should be at a level of Associate Professor or higher.

He or she should have ample experience in the supervision of PhD candidates and should have insight into the work of the FASoS GS (by for example having attended supervisor days or having been part of the GSAB).

Tasks of the GS Director

On behalf of the FASoS Faculty Board (FB), the GS Director is responsible for:

- Preparing the meetings of the Advisory Board of the GS, which normally take place on a monthly base;
- Monitoring and enhancing the quality of the supervision that the GS offers to PhD candidates, for instance by organizing regular supervisor days;
- Helping to establish and maintaining adequate standards for a PhD dissertation at FASoS;
- Creating the “necessary conditions that allow PhDs candidate to finish their dissertation within the contract period¹.” This entails for example that the GS Director

¹ According to the Manual for the Graduate School of Arts and Social Sciences, Revised July 13, 2016. Please see this manual for further details of the tasks of the GS and the Director.

ensures that several instruments that complement the contact with PhD supervisors are upheld and communicated to the parties in question in a clear and concise manner. These 'tools' include written feedback on the Research Plan submitted by PhD candidates (in month 6 of the PhD trajectory) and the so-called Coaching and Feedback meetings. The GS Director also attends the first assessment interview of PhD candidates and is involved in "Go/No-go" decisions of PhD candidates in the first year.

Further tasks of the GS Director entail:

- Development of the policy on PhD Research Talent within FASoS by drawing up respective policy documents for the FB (together with members of the GSAB);
- Involvement in the selection, coaching and provision of feedback to PhD candidates under the NWO research talent schemes such as NWO research talent and NWO in the Humanities (again with GSAB members);
- Drawing up an annual report of the GS for the FB, contributing to the faculty's research self-assessment reports, and advising the FB on Visiting PhD candidates within FASoS (both together with the GSAB);
- The GS Director is at the same time also Director for external PhD candidates. This implies that he/she keeps an overview of external PhD candidates and can be asked for advice on documents external PhDs submit during their PhD trajectory (e.g. their research plans);
- The GS director is member of the Graduate Programme Steering Board (the administrative umbrella for all forms of PhD supervision at Maastricht University's Faculty of Arts and Social Sciences (FASoS)).