

University of Idaho-CATIE IGERT Project

Terms of reference for the coordination of IGERT research teams

(could apply to a faculty member, or faculty member and student team member with joint responsibility)

The nature of Ph.D. research in the UI/CATIE IGERT project requires coordination of activities beyond the normal student/advisory committee relationship. This document attempts to define the coordination required. It is not intended to be definitive or exhaustive – each team will have its own characteristics and this individualism at the team level is to be encouraged. There will nevertheless be many elements that are common to all teams, due, among other things, to the need to fulfill the requirements of the program, as well as the fact that each team is likely to have to overcome many of the same challenges regarding interdisciplinary research. Team coordination in the context of this IGERT project is challenging and far from being cut-and-dried, so that this document should be updated at least annually by the Educational sub-committee, on the basis of feedback from the teams. It should be self-evident that coordinators must be fully familiar with all aspects of the IGERT project.

Goal

Contribute to ensuring that student expectations and IGERT project requirements regarding interdisciplinary, team-based research are fulfilled.

Terms of reference

1. Ensure that major professors and members of the graduate committees of students on the team are aware of the special characteristics, and specific guidelines of the IGERT project.
2. Support the integration/interaction of the team with other researchers and key partners in the team research area.
3. Coordinate the development of a concise work plan for the team that should include activities, products, timelines, and the names of persons responsible.
4. Facilitate the fulfillment of IGERT project requirements regarding interdisciplinary thesis chapters.
5. Function as contact person for the team for the coordination of all team meetings.
6. Facilitate problem-solving.
7. Report to Steering Committee, project meetings or subcommittee meetings, as appropriate.

Developed by Bryan Finegan, November 2003, approved by the IGERT project, September 2004.