Best Practices for Graduate Student Recruiting and Retention

**Recruiting (Be attentive to prospective students)**
- Get the best applicant pool
- Ask for prospective student names and recruitment ideas from our Recruitment Coordinator (contact Jessica Miller jessicamiller@uttyler.edu)
- Develop and foster relationships with colleagues at other institutions here and abroad so that you can share names of potential students
- Recruit your own undergrads (when appropriate)
- Have grad specific info on your web page, separate from undergrad
- Convert inquiries to applicants
- Respond to all inquiries within one business day via phone, email, and/or letter (forward to Grad Admissions if you’d like us to respond)
- Get inquiries to apply by the desired date for priority admission and funding consideration
- Engage all faculty in the recruitment effort
- Convert applicants to enrolled students
- Make admission decisions quickly and early (contact Grad Admissions with any questions x7457)
- Make financial award offers quickly and early (TAs, RAs, NGF, out-of-state waivers)
- Use follow-up phone calls from major profs, grad students, dept chair, and/or staff to recruit and to build personal relationships
- Encourage visits to campus, and if possible, assist in funding student visits. Provide info for living in Tyler and describe quality of life and recreation opportunities
- Encourage students to register early
- Recruit diverse students
- Contact students from national databases (contact jessicamiller@uttyler.edu)
- Spend extra time and attention on diverse students
- Recruit international students
- Be the first program to offer admission and funding to increase chances that the students will get their visa for UT Tyler.

**Retention and Completion of Degree**
- Share Graduate Student Expectations with your students early on
- Make sure to evaluate conditionally or provisionally admitted students in time for them to register for subsequent semesters
- Conduct annual one-on-one evaluations and periodic check-ins with each student
- Help them plan, organize and schedule their research and then hold them accountable.
• Create a Master’s Student Milestone Form for your program
• Share the department grad student hand book or develop an up-to-date program handbook
• Develop and host an effective department or college orientation program
• Help them scaffold the writing process chapter by chapter and encourage publications and presentations
• Tell students about our Writing Center for help with their final document
• Encourage involvement in Graduate Student Workshop Series
  o Writing in Graduate School: An Introduction
  o How to Write a Literature Review
  o Thesis Formatting Workshop