

Activities as Associate Chair for Undergraduate Advising and Retention

The Associate Chair for Undergraduate Advising and Retention will be appointed by the Department Chair and shall serve under the guidance of the Department Chair. The primary responsibilities of the Associate Chair for Undergraduate Advising and Retention will be to manage our undergraduate academics advising program, student recruitment, and retention efforts. Much of this is done working with the Departments Chair, the Department Undergraduate Advisors, the Associate Chair of Undergraduate Studies, the Curriculum Committee, and the Advising, Recruitment, and Retention Committee.

You will help direct the department's Undergraduate Advisors and supervise the professional departmental advisor.

Please note that given the nature of this position, the Associate Chair needs to maintain a regular presence in Life Sciences Building with scheduled office hours determined in consultation with the Department Chair.

The duties of the Associate Chair for Associate Chair for Undergraduate Advising and Retention include, but are not limited to, the following:

Chair of the Advising, Recruitment, and Retention Committee (ARRC)

The ARRC serves to prepare and/or review undergraduate student retention efforts by:

1. Planning, developing and delivering comprehensive advising and academic support to Biology, Neuroscience, and Intercollegiate Biochemistry majors.
2. Developing, implementing, and evaluating the first-year experience of our majors.
3. Facilitating changes as necessary to maintain student-centered/developmental advising practices.
4. Implementing and evaluating an effective early-alert system to promote retention in the major.
5. Analyzing and maintaining enrollment data to identify retention and persistence patterns and other relevant information for academic advising.
6. Providing strategic direction to New Student Orientation advisors.
7. Planning and executing Welcome Week orientations, curriculum assessments (PACAT), information sessions, and other group experiences.
8. Providing curricular advice and academic support for First-Year Seminar courses within the major.
9. Planning and executing recruitment strategies for University-wide events and individual student visits through the Visitor Center.
10. Exploring, coordinating and implementing comprehensive support systems that focus on academic and experiential opportunities, whose success will be determined by student persistence, success, and degree completion.

The Chair of the ARRC will be the Associate Chair for Undergraduate Advising and Retention. The committee will have between 4-6 academic advisors and may include representatives from all levels of faculty. The Departments Chair in consultation with the Associate Chair of Undergraduate Advising and Retention will choose committee members.

The ARRC will review all programmatic changes in academic advising, student recruitment and retention strategies proposed by departmental faculty, including changes to the requirements for direct admission to the Biology major.

Committee recommendations shall be forwarded to the Departments Chair for appropriate administrative

review and action. In turn, the Departments Chair forwards his or her recommendations to the appropriate Dean of the Eberly College of Arts and Sciences for further review and action. If major programmatic changes and/or changes involving significant budget implications are proposed, the role and authority of the ARRC may be assumed by the Departmental Chair.

The ARRC and the Departmental Curriculum Committee will work to develop assessment tools for the Biology Department. Additionally, they will implement and evaluate entrance and exit surveys (e.g. PACAT, ETS Major Field Test) for all students within the major. This will culminate in an annual Departmental assessment meeting whose main objective will be to discuss how well the Department is achieving its learning goals for the degree programs. The Chairs of the ARRC and Curriculum Committee will work with the Departmental Chair on an annual report for the Dean's Office that will include: (1) Minutes of the annual assessment analysis and planning meeting; (2) Findings of assessment measures; (3) Action plans for the next cycle; and (4) Assessment plans for the next cycle.

The ARRC and Curriculum Committees will develop the Spring, Fall, and Summer course schedules (SLI, Schedule Listing Index.)

Chair's Faculty Advisory Committee

The Associate Chairs of the ARRC and Curriculum Committees serve on the Chair's Faculty Advisory Committee to provide advice and guidance to the Chair.

Leadership

The Associate Chair for Undergraduate Advising and Retention will serve as the lead advisor to a team of eight faculty and staff academic advisors. In addition, the Associate Chair will serve as the Biology Department's liaison to the Neuroscience and Intercollegiate Biochemistry degree programs. The Associate Chair will also train new Biology/Biochemistry advisors on our departmental advising culture, policies, and strategies.

Collaboration

The Associate Chair for Undergraduate Advising and Retention will serve as a member of the Eberly College of Arts and Sciences, Office of Academic Affairs (ECAS-OAA) Undergraduate Advising Council. Additionally, they will communicate new developments in academic advising, recruitment and retention, and programmatic changes to the team of advisors and consult the ARRC to provide feedback to the ECAS-OAA Undergraduate Studies Advising Council.

Service to the College

The Associate Chair for Undergraduate Advising and Retention will serve as a member of the ECAS-OAA Academic Standards Committee and Academic Probations and Suspension Appeals Committee and will provide recommendations to the Associate Dean.

Undergraduate recruitment

The Associate Chair for Undergraduate Advising and Retention will, in collaboration with advisors, represent the Department and the College at major University recruitment events. Occasionally, responsibilities may include targeted recruiting of talented high school students, such as the attendance at the Bucklew dinner for Presidential and Foundation Scholars or other recruiting events.

New Student Orientation (NSO)

The Associate Chair for Undergraduate Advising and Retention will serve as the point of contact and faculty advisor for incoming first-year Biology majors at NSO in the month of June and all follow up registration sessions in July and August.

Chair substitute

The Associate Chair of Undergraduate Advising and Retention may be required to take over some Chair duties in the event the Chair is out of town or unable to perform normal duties for some reason.

BOG review

Every five years, the Associate Chairs, along with the Chair, will lead the preparation of the BOG review of the BA and BS programs in Biology. This was just completed in 2018/19.

Graduation Commencement

The Associate Chair of Undergraduate Advising and Retention typically attends graduation commencement.

New initiatives

The Associate Chair of Undergraduate Advising and Retention will provide input and play a major role in the new directions the Department of Biology will take over the upcoming years.