

## Activities as Associate Chair for Undergraduate Studies

The Associate Chair for Undergraduate Studies 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 Studies will be to manage our undergraduate programs, including course management and scheduling and undergraduate program assessment and review. Much of this is done working with the Department Chair, the Curriculum Committee, and the Department's Undergraduate Advisor.

You will help direct the department's Undergraduate 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 Graduate Studies include, but are not limited to, the following:

### **Chair of the Curriculum Committee**

The Curriculum Committee serves to prepare and/or review undergraduate curriculum actions pertaining to:

1. All new course and academic program proposals.
2. Revisions to existing courses and programs.
3. All matters related to the improvement of Biology's academic programs.
4. Modifications to the University Undergraduate Catalog.
5. Departmental undergraduate curriculum review and assessment.
6. Grade and cheating disputes between students and faculty.
7. Biology course schedules (SLI, Schedule Listing Index).

The Chair of the Curriculum Committee is the Associate Chair for Undergraduate Studies. The committee typically has between 4-6 members and may include representatives from all levels of faculty. The Department Chair in consultation with the Curriculum Committee Chair chooses committee members.

The Curriculum Committee will review all course and programmatic changes proposed by departmental faculty, including the creation of new courses and modification or deletion of existing courses. In its review of new and modified courses, the committee shall consider the appropriateness of the proposed course to the program and to its class level. The Curriculum Committee may return proposals to the originating faculty with requests for modification.

Committee recommendations shall be forwarded to the Biology Chairperson for appropriate administrative review and action. In turn, the Department 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 Curriculum Committee may be assumed by the Chair.

The Curriculum Committee will provide conflict resolution for grade and cheating disputes between students and faculty (Appeals Committee). The committee will examine relevant evidence that may include formal statements from students and faculty and will determine a fair decision to resolve the

disagreement. The committee will provide a written conclusion for the Department Chair who will provide the resolution to the parties. Any committee member who may be involved in the dispute will not participate in the resolution.

The Curriculum Committee will work to develop assessment tools for the Biology Department. This will culminate in an annual departmental assessment meeting at which the agenda item will be "How well are we achieving learning goals for this degree?" The Chair of the Curriculum Committee will work with the Departmental Chair on an annual report for the Dean's Office the will include (1) Minutes of the annual assessment analysis and planning meeting; (2) Findings of assessment measures; (3) Action plan for the next cycle; and (4) Assessment plan for the next cycle.

The Curriculum Committee (with the help of the Departmental Undergrad Advisor) will develop the Spring, Fall, and Summer course schedules (SLI, Schedule Listing Index.)

### **Chair's Faculty Advisory Committee**

Associate Chairs serve on the Chair's Faculty Advisory Committee to provide advice and guidance to the Chair. Consults with and advises the department Chair on all matters pertaining to the undergraduate program, including ad hoc assignments provided by the Chair.

### **Develop new curricula**

Occasionally, duties may include development of new curricula in the department or interdepartmental or cross-college. For example, the Associate Chair was the departmental representative for the curriculum development of the intercollegiate B.S. degree in Biochemistry.

### **Updates to the Undergraduate Catalog**

Occasionally, responsibilities may include adding updates to Undergraduate Catalog. A major modification has just been made this year to the Undergraduate Catalog so this will be a small part of the responsibilities.

### **Undergrad recruitment**

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.

### **Chair substitute**

The Associate Chair may be required to take over some Chair duties in event the Chair is out of town or cannot perform normal duties for some other reason.

### **BOG review**

Every five years, the Associate Chair, along with the Chair, leads the preparation of the BOG review of the BA and BS programs in Biology. This was just completed in 2013/14.

### **Graduation Commencement**

The Associate Chair typically attends graduation commencement.

### **New initiatives**

The Associate Chair provides input and plays a major role in the new directions our department takes over the upcoming years.

