

Table of Duties for Psychology Co-Department Chairs

Pitt Derryberry	Steve Winger	Shared Duties
<p>Advising & student recruitment^E -Assignment of advisors -Advising of double majors & transfer students -TOP assignments -Change of advisor/major/minor forms -Recruitment events -Individual student recruitment visits -Psychology web form email responses -Student retention initiatives</p> <p>Budgeting -Operating (in consultation with Steve) -EPAFs -Travel requests -Inter-account transfer approvals</p> <p>Grant approvals -External -Graduate</p> <p>Reports -Action plans -Assessment of B. A. learning outcomes report -Colonnade/Gen ed assessment -SACS accreditation -Alumni assessments -Program reviews</p> <p>^E = categories/specific duties that are extra, beyond typical DC duties. These could/should be distributed among other faculty in the future.</p>	<p>Undergrad curriculum -Chair department undergraduate curriculum committee^E -iCAP exceptions^E -Transfer equivalencies^E -290/490 approvals^E -Honors augmentations^E -Undergraduate catalog and 4-year pathway change reviews^E -Catalog change or extension forms^E -Change of grade forms -Exception appeals -CEBS curriculum committee -Student awards identification</p> <p>Undergrad course schedules^E -Fall, Winter, Spring, & Summer</p> <p>Adjuncts for undergrad classes -Hiring, communication of departmental policies, & supervision</p> <p>Dual enrollment^E -Instructor approval & supervision</p> <p>Grant approvals -FUSE & RCAP</p> <p>Department meetings -Set dates, create agendas, run meetings</p> <p>Human resources -Faculty handbook issues -Hiring negotiations including start-up, labs, and office assignments</p> <p>On boarding program for new faculty -Policies, curriculum, & syllabi review -Mentor assignments -Mentoring meals program</p>	<p>College/University -Department Chair Meetings/Retreats</p> <p>Human Resources -Annual evaluations, workload agreements, & tenure/promotion -Departmental policy enforcement</p> <p>Psychology Graduate Programs -Liaison to the dean for MA, EdS, & PsyD</p> <p>Problem solving -Student issues -Faculty issues</p> <p>Face time -Student award presentation -Graduations -Faculty awards</p> <p>Graduate Students -Facilitate GA assignments</p>