

Description of Responsibilities and Resources For Undergraduate Program Directors

The Undergraduate Program Director (UPD) provides leadership for undergraduate programs within an academic department. Directors of undergraduate programs assist the chair, the faculty, and the Dean's Office with a variety of responsibilities as described below. In some departments program coordinators or divisional directors may serve in the capacity of the UPD or may assume a portion of the responsibilities outlined below. *Duties and responsibilities of the UPD will be tailored to the dynamics of each department as determined by the department chair.*

The level of compensation and resources made available to the UPD may vary by size and complexity of the department's undergraduate programs. Compensation may include either an administrative stipend or a reduction in other responsibilities (such as teaching or research). Departmental staff should provide administrative assistance for managing files, processing correspondence and forms, for example.

Appointment and Evaluation

Appointment of the UPD, annual evaluation, and renewal of the appointment will be made by the chair in consultation with the Office of the Dean using evaluation criteria described in the "duties and responsibilities" section of this document. Appointment as UPD is usually for a term of 3 years.

Renewal of the appointment is at the pleasure of the dean. Decision to renew is based on annual evaluations submitted by the department chair and the Dean of the College of Arts & Sciences. During the annual performance review, the department chair should assess performance in each of the "duties and responsibilities" criteria that are presented below in this document. In the "Administrative Responsibilities" section of the performance evaluation document, the chair should recognize the achievements of the undergraduate program director and identify areas needing improvement. The chair and UPD should discuss and develop plans for improvement, then document these in the performance review.

Administrative Duties and Responsibilities of Undergraduate Program Directors

Program Curriculum and Courses

- develop curriculum and courses
- coordinate course scheduling
- stay current of accreditation issues and developments in the discipline
- provide information to Office of the Dean and University Technology Enhancement Committee on relevant practices in the discipline
- maintain Undergraduate Catalog materials related to department programs
- coordinate updates to the Website for undergraduate programs in the department

Advising

- plan and coordinate academic advisement for majors
- ensure open lines of communication between the department and professional advising (CASA, BIC, Honors, AA)

- provide CASA advisors with departmental sequencing and any programmatic changes
- serve as the contact person for students/faculty with concerns or complaints about advising

Enrollment Management

- coordinate enrollment management activities, including but not limited to recruitment and retention
- communicate with prospective students through speaking opportunities, telephone conversations, and electronic and print media
- respond to inquiries from prospective applicants
- maintain undergraduate program records
- participate in undergraduate strategic planning

Mentoring

- assist the department chair with new faculty orientation on undergraduate programs
- coordinate orientation activities (both academic and social) for undergraduate majors
- coordinate activities of student organizations and foster community among faculty and students
- provide information regarding internship and undergraduate research opportunities
- provide information regarding leadership opportunities and/or national scholarship opportunities for the high-achieving majors
- oversee administration of placement exams and internship exams
- provide information regarding graduate and professional school and employment opportunities following graduation
- serve as advocate of undergraduate students, individually and collectively, within the program, assuring fairness of treatment

Promotion of Scholarship

- serve as an example of excellence in teaching
- direct faculty to appropriate resources for teaching enhancement opportunities
- pursue, develop, and promote research opportunities for undergraduate majors

Representative of Undergraduate Program in Various Forums

- within the College:
 - attend Arts & Sciences Undergraduate Program Directors meetings
 - work with Associate Deans for Undergraduate Studies to maintain and improve academic services for undergraduates
 - serve on standing and ad hoc committees
- beyond the College:
 - participate in regional and national meetings related to teaching, research and administration in the discipline
 - serve on standing and ad hoc committees

Other Responsibilities

- support other activities appropriate for enhancing the undergraduate program

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Office of the Dean
College of Arts and Sciences*