

Table of Duties for Psychology Co-Department Heads

Pitt Derryberry	Steve Winger	Shared Duties
Advising -Assignment of advisors -ATP assignments -Change of major forms Student recruitment -Recruitment events (assigning faculty & making appearances) -Individual student recruitment visits Graduate programs/curriculum -Graduate student assignments -GTA supervision -Tuition waivers -590, 599, 699, 700 and change of grade forms Budgeting -Operating (in consultation with Steve) -Travel requests -Grants (internal: RCAPS/FUSE; external) Reports -Action plans -Assessment of learning outcomes report using ACAT results (ACAT testing; order, administer, return, report) entered into electronic system at WKU; grad coordinators take care of grad programs reports. -SACS accreditation -Gen ed assessment (reminding faculty of common assessments) Meetings -College admin council Psychology web form email	Department meetings -set dates, create agendas, run meetings Create Course Schedules -Fall, Winter, Spring, & Summer Adjunct hiring, communication -Departmental policies, supervision, & evaluation (use same evaluation for transitional retirees) Dual enrollment -Approval, communication with instructors/schools, supervision, & evaluation Undergrad curriculum -290/490 approvals & grades -Transfer equivalency forms -Study abroad course approval forms -Honors augmentation forms -iCAP exception forms -Change of grade forms -College curriculum committee meetings -Department curriculum committee and meetings -Program and course proposals/revisions -Student awards identification -Undergraduate catalog and 4 year pathway change reviews Gen ed revisions	College/University Department Head Retreats Problem solving -Student complaints Human Resources -Yearly evaluations, workload agreements, tenure/promotion, and hiring -Departmental policy enforcement Face time -Student award presentation -Graduations -Faculty awards

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