

Table of Duties for Psychology Co-Department Heads

Pitt Derryberry	Steve Wininger	Shared Duties
<p>Advising</p> <ul style="list-style-type: none"> -Assignment of advisors -ATP assignments -Change of major forms <p>Student recruitment</p> <ul style="list-style-type: none"> -Recruitment events (assigning faculty & making appearances) -Individual student recruitment visits <p>Graduate programs/curriculum</p> <ul style="list-style-type: none"> -Graduate student assignments -GTA supervision -Tuition waivers -590, 599, 699, 700 and change of grade forms <p>Budgeting</p> <ul style="list-style-type: none"> -Operating (in consultation with Steve) -Travel requests -Grants (internal: RCAPS/FUSE; external) <p>Reports</p> <ul style="list-style-type: none"> -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) <p>Meetings</p> <ul style="list-style-type: none"> -College admin council <p>Psychology web form email</p>	<p>Department meetings</p> <ul style="list-style-type: none"> -set dates, create agendas, run meetings <p>Create Course Schedules</p> <ul style="list-style-type: none"> -Fall, Winter, Spring, & Summer <p>Adjunct hiring, communication</p> <ul style="list-style-type: none"> -Departmental policies, supervision, & evaluation (use same evaluation for transitional retirees) <p>Dual enrollment</p> <ul style="list-style-type: none"> -Approval, communication with instructors/schools, supervision, & evaluation <p>Undergrad curriculum</p> <ul style="list-style-type: none"> -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 <p>Gen ed revisions</p>	<p>College/University Department Head Retreats</p> <p>Problem solving</p> <ul style="list-style-type: none"> -Student complaints <p>Human Resources</p> <ul style="list-style-type: none"> -Yearly evaluations, workload agreements, tenure/promotion, and hiring -Departmental policy enforcement <p>Face time</p> <ul style="list-style-type: none"> -Student award presentation -Graduations -Faculty awards