

Table of Duties for Psychology Co-Department Heads

<b>Pitt Derryberry</b>	<b>Steve Winger</b>	<b>Shared Duties</b>
<p><b>Advising &amp; student recruitment</b></p> <ul style="list-style-type: none"> <li>-Assignment of advisors</li> <li>-Advising of double majors &amp; transfer students</li> <li>-TOP assignments</li> <li>-Change of advisor/major/minor forms</li> <li>-Recruitment events</li> <li>-Individual student recruitment visits</li> <li>-Psychology web form email responses</li> <li>-Student retention initiatives</li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>-Operating (in consultation with Steve)</li> <li>-EPAFs</li> <li>-Travel requests</li> <li>-Inter-account transfer approvals</li> <li>-Grants (external)</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>-Action plans</li> <li>-Assessment of B. A. learning outcomes report</li> <li>-Gen ed assessment (reminding faculty of common assessments)</li> <li>-Alumni assessments</li> <li>-SACS accreditation</li> </ul>	<p><b>Undergrad curriculum</b></p> <ul style="list-style-type: none"> <li>-290/490 approvals</li> <li>-Transfer equivalency &amp; course substitution approvals</li> <li>-Honors augmentation approvals</li> <li>-iCAP exception approvals</li> <li>-Exception appeal approvals</li> <li>-Catalog change or extension forms</li> <li>-Undergraduate catalog and 4-year pathway change reviews</li> <li>-Change of grade forms</li> <li>-Department undergraduate curriculum committee</li> <li>-CEBS curriculum committee</li> <li>-Student awards identification</li> </ul> <p><b>Create undergrad course schedules</b></p> <ul style="list-style-type: none"> <li>-Fall, Winter, Spring, &amp; Summer</li> </ul> <p><b>Adjuncts for undergrad classes</b></p> <ul style="list-style-type: none"> <li>-Hiring, communication of departmental policies, supervision, &amp; evaluation</li> </ul> <p><b>Dual enrollment</b></p> <ul style="list-style-type: none"> <li>-Instructor approval, communication with instructors/schools, supervision, evaluation, &amp; continuing education</li> </ul> <p><b>Department meetings</b></p> <ul style="list-style-type: none"> <li>-Set dates, create agendas, run meetings</li> </ul> <p><b>Human resources</b></p> <ul style="list-style-type: none"> <li>-Faculty handbook issues</li> <li>-Hiring negotiations</li> </ul>	<p><b>College/University</b></p> <ul style="list-style-type: none"> <li>-Department Head Meetings/Retreats</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>-Annual evaluations, workload agreements, &amp; tenure/promotion</li> <li>-Departmental policy enforcement</li> </ul> <p><b>Psychology Graduate Programs</b></p> <ul style="list-style-type: none"> <li>-Liaison to the dean for MA, EdS, &amp; PsyD</li> </ul> <p><b>Problem solving</b></p> <ul style="list-style-type: none"> <li>-Student complaints</li> </ul> <p><b>Face time</b></p> <ul style="list-style-type: none"> <li>-Student award presentation</li> <li>-Graduations</li> <li>-Faculty awards</li> </ul> <p><b>Graduate Students</b></p> <ul style="list-style-type: none"> <li>-Facilitate GA assignments</li> </ul>