### Table of Duties for Psychology Co-Department Heads

<table>
<thead>
<tr>
<th>Pitt Derryberry</th>
<th>Steve Wininger</th>
<th>Shared Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advising &amp; student recruitment</strong>&lt;br&gt;- Assignment of advisors&lt;br&gt;- Advising of double majors &amp; transfer students&lt;br&gt;- TOP assignments&lt;br&gt;- Change of advisor/major/minor forms&lt;br&gt;- Recruitment events&lt;br&gt;- Individual student recruitment visits&lt;br&gt;- Psychology web form email responses&lt;br&gt;- Student retention initiatives</td>
<td><strong>Undergrad curriculum</strong>&lt;br&gt;- 290/490 approvals&lt;br&gt;- Transfer equivalency &amp; course substitution approvals&lt;br&gt;- Honors augmentation approvals&lt;br&gt;- iCAP exception approvals&lt;br&gt;- Exception appeal approvals&lt;br&gt;- Catalog change or extension forms&lt;br&gt;- Undergraduate catalog and 4-year pathway change reviews&lt;br&gt;- Change of grade forms&lt;br&gt;- Department undergraduate curriculum committee&lt;br&gt;- CEBS curriculum committee&lt;br&gt;- Student awards identification</td>
<td><strong>College/University</strong>&lt;br&gt;- Department Head Meetings/Retreats&lt;br&gt;- Human Resources&lt;br&gt;- Annual evaluations, workload agreements, &amp; tenure/promotion&lt;br&gt;- Departmental policy enforcement&lt;br&gt;- Psychology Graduate Programs&lt;br&gt;- Liaison to the dean for MA, EdS, &amp; PsyD&lt;br&gt;- Problem solving&lt;br&gt;- Student complaints&lt;br&gt;- Face time&lt;br&gt;- Student award presentation&lt;br&gt;- Graduations&lt;br&gt;- Faculty awards&lt;br&gt;- Graduate Students&lt;br&gt;- Facilitate GA assignments</td>
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</tbody>
</table>
| **Budgeting**<br>- Operating (in consultation with Steve)<br>- EPAFs<br>- Travel requests<br>- Inter-account transfer approvals<br>- Grants (external) | **Create undergrad course schedules**<br>- Fall, Winter, Spring, & Summer<br>- Adjuncts for undergrad classes<br>- Hiring, communication of departmental policies, supervision, & evaluation<br>- Dual enrollment<br>- Instructor approval, communication with instructors/schools, supervision, evaluation, & continuing education<br>- Department meetings<br>- Set dates, create agendas, run meetings<br>- Human resources<br>- Faculty handbook issues<br>- Hiring negotiations | **Reports**<br>- Action plans<br>- Assessment of B. A. learning outcomes report<br>- Gen ed assessment (reminding faculty of common assessments)<br>- Alumni assessments<br>- SACS accreditation

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### Shared Duties

- Advising & student recruitment
  - 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

- Budgeting
  - Operating (in consultation with Steve)
  - EPAFs
  - Travel requests
  - Inter-account transfer approvals
  - Grants (external)

- Reports
  - Action plans
  - Assessment of B. A. learning outcomes report
  - Gen ed assessment (reminding faculty of common assessments)
  - Alumni assessments
  - SACS accreditation

- Undergrad curriculum
  - 290/490 approvals
  - Transfer equivalency & course substitution approvals
  - Honors augmentation approvals
  - iCAP exception approvals
  - Exception appeal approvals
  - Catalog change or extension forms
  - Undergraduate catalog and 4-year pathway change reviews
  - Change of grade forms
  - Department undergraduate curriculum committee
  - CEBS curriculum committee
  - Student awards identification

- College/University
  - Department Head Meetings/Retreats

- Human Resources
  - Annual evaluations, workload agreements, & tenure/promotion
  - Departmental policy enforcement

- Psychology Graduate Programs
  - Liaison to the dean for MA, EdS, & PsyD

- Problem solving
  - Student complaints

- Face time
  - Student award presentation
  - Graduations
  - Faculty awards

- Graduate Students
  - Facilitate GA assignments