

Table of Duties for Psychology Co-Department Heads

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