**POSITION DESCRIPTION**

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| **Title**: Associate Head of Undergraduate Studies | **Originating** **Date**: 10-04-2016  |
| **Department Name**: School of Historical, Philosophical, and Religious Studies | The position of Associate Head of Undergraduate Studies is appointed by the Director, reports to Faculty Head |

**Primary Purpose:**

To provide undergraduate program curriculum support and guidance to the unit.

**Essential Functions (What, How and Why):**

1. Work closely with SHPRS scheduling staff to forecast enrollments, course needs, and instructional placement of faculty and hourly graders
2. Manage curriculum, including creation of permanent numbers and general studies designations for courses, course titles, and prerequisites
3. Create annual UOEEE reports on unit programs and develop or revise assessment plans
4. Recommend changes to the UG programs when necessary
5. Handle student issues and refer issues when necessary to others
6. Oversee the granting of undergraduate awards and scholarships designated for the program
7. Respond to requests for course equivalencies and substitutions
8. Organize events designed to enhance the undergraduate experience
9. Work with an undergraduate affairs committee as appropriate

**Course release**: one per AY