**POSITION DESCRIPTION**

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

**Primary Purpose:**

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

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

1. Convene and supervise the work of the Undergraduate Studies committee
2. Attend ExCom meetings
3. Serve as the point of contact with the Assistant Director of Academic Operations
4. Confer with SHPRS Director for budget to fill curriculum needs
5. Oversee DUS policy and procedure for the following:
	1. Annual assessments
	2. Course scheduling, enrollment forecasts, program changes and integrity, course regularization and general studies designations
	3. Catalog copy review process and/or work with appropriate staff to complete the process
6. Handle student issues not resolved at the DUS level
7. Handle dishonesty or academic integrity appeal cases
8. Respond to College and University inquiries and initiatives

**Course release: 1** per AY (updated as of AY 2020)