

College of Arts and Sciences Administrative Reorganization (Proposed 4-16-2012)

Unit Head

Strategic direction/ planning

Accreditation oversight

Public relations (special events & receptions)

Alumni outreach

Student recruitment

Faculty (recruitment, professional development, P&T, annual evaluations, faculty complaints)

Graduate program (retention, records)

Research (proposals [grants, STAP])

Oversee and manage budget (travel requests & reimbursements, supply management)

Associate Head

Serves in the head's absence

Assessment coordination

Student issues (complaints, appeals)

Advising (coordinate advising, registration requests [drop/add, prerequisite override])

Curriculum (catalog, oversee check sheets, academic credit evaluation, course substitutions)

Course scheduling/ Faculty workload

Production of brochures, fliers, newsletters

Event scheduling & coordination

Textbook coordination