MEMORANDUM

February 25, 1997

To: The Faculty

From: Kathy Haney
Faculty Secretary

Subject: Senate Meeting

The seventh regular meeting of the Faculty Senate of the College of Charleston will convene at 5:00 p.m. on Tuesday, March 11 in Room 100 of Maybank Hall.

Agenda

1. Call to order
2. Approval of minutes of February 4 meeting
3. Reports: Speaker's report
   Dr. James Ward: Student Health Services
   Excuse Policy
4. New business:
   a. Curriculum Committee
      --Course changes: BIOL 501, 502, 503;
         GEOL 207; BADM 440
      --New courses: PHYS 203, 457; GEOL 107
      --Change to major: Accounting and Legal Studies
   b. Committee on Nominations and Elections
5. Constituents' general concerns
6. Adjournment

Remaining Scheduled Meetings—Spring Semester

Senate: April 1
April 15 (if needed)

Faculty: April 21
MEMORANDUM

TO: Faculty Senators
FROM: Lee Lindner, Chair, Curriculum Committee
SUBJECT: New Curriculum
DATE: Feb. 24, 1997

Listed below are several proposals that I, on behalf of the Curriculum Committee, will present for your consideration at the third Senate meeting for Spring 1997.

Biology
- Course Change Proposal
- Course Change Proposal
- Course Change Proposal

Physics and Astronomy
- New Course Proposal
- New Course Proposal

Geology
- New Course Proposal
- Course Change Proposal

Accounting and Legal Studies
Change to Major

Management and Marketing
Course Change Proposal

Philosophy and Legal Studies
Special Topics Course

BIOL 501
BIOL 502
BIOL 503
PHYS 203
PHYS 457
GEOL 107
GEOL 207
BADM440
For Information Only
Committee on Curriculum and Academic Planning  
Proposal to Change a Course

1. Department: Biology

2. Course Number and Title: 501: Biology of the Crustacea

3. Course changes will go into effect: Fall 1997

4. Change(s) Desired:  
Open to students with junior or senior standing who have completed at least 15 semester hours in Biology and have a GPA of at least 3.0 in all biology courses. Students not meeting these requirements may enroll with permission of the instructor and department chair.

5. Justification for Change(s):  
These stipulations restrict enrollment to students who are adequately prepared and motivated to take an advanced course. The restrictions are similar to those placed on our independent research (400-level) courses. The stipulations preclude students simply wishing to add a course from taking advanced courses.

6. Date Approved by the Department: 4-30-96  Date Submitted: 11-12-96

7. Signature of Department Chair: [Signature]

8. Signature of School’s Dean: [Signature]
Committee on Curriculum and Academic Planning
Proposal to Change a Course

1. Department:  Biology

2. Course Number and Title:  502: Special Topics in Marine Biology

3. Course changes will go into effect:  Fall 1997

4. Change(s) Desired:
Open to students with junior or senior standing who have completed at least 15 semester hours in Biology and have a GPA of at least 3.0 in all biology courses. Students not meeting these requirements may enroll with permission of the instructor and department chair.

5. Justification for Change(s):
These stipulations restrict enrollment to students who are adequately prepared and motivated to take an advanced course. The restrictions are similar to those placed on our independent research (400-level) courses. The stipulations preclude students simply wishing to add a course from taking advanced courses.

6. Date Approved by the Department:  4-30-96  Date Submitted:  11-12-96

7. Signature of Department Chair:  

8. Signature of School's Dean:  

[Signatures]
Committee on Curriculum and Academic Planning
Proposal to Change a Course

1. Department: Biology

2. Course Number and Title: 503: Special Topics in Ecology

3. Course changes will go into effect: Fall 1997

4. Change(s) Desired:
Open to students with junior or senior standing who have completed at least 15 semester hours in Biology and have a GPA of at least 3.0 in all biology courses. Students not meeting these requirements may enroll with permission of the instructor and department chair.

5. Justification for Change(s):
These stipulations restrict enrollment to students who are adequately prepared and motivated to take an advanced course. The restrictions are similar to those placed on our independent research (400-level) courses. The stipulations preclude students simply wishing to add a course from taking advanced courses.

6. Date Approved by the Department: 4-30-96 Date Submitted: 11-12-96

7. Signature of Department Chair: [Signature]

8. Signature of School’s Dean: [Signature]
College of Charleston
Committee on Curriculum and Academic Planning
New Course Proposal

1. Department: Physics and Astronomy
2. Course number and title: 203 Physics and Medicine  Number of credits: 3
   Total hrs/week: 3  Lecture: 3  Lab: 0
3. Course will be offered first: Fall 1998
4. Catalog description (please limit to 50 words): The application of physics to a variety of medical issues. Topics include basic concepts such as force and energy as well as more advanced topics such as photophysics and diagnostic instrumentation. Useful for students who intend to become medical professionals and students interested in the applications of physics to medicine. Prerequisites: PHYS102 or PHYS202 or HONS158.
   Check if appropriate: ___ Humanities ___ Social Science (meets minimum degree requirements)
5. Prerequisites (or other restrictions): PHYS102 or PHYS202 or HONS158.
6. Rationale/justification for course (consider the following issues):
   (a) What are the goals and objectives of the course? Medical professionals and pre-med students would both benefit from an improved understanding of the underlying physics involved in much of the advanced technology present in medicine today, which is the primary goal of this course. Objectives include briefing students on specific examples of the application of physics within the medical field.
   (b) How does the course support the mission statement of the department and the organizing principles of the major? Course assists our PreMed majors and adds to our instruction of the application of physics to alternate fields.
7. For courses in the major, how does the course enhance the beginning, middle, or end of the major? Primarily intended for the middle of the major, or for continuing education studies.
8. (a) For courses used by non-majors, how does the course support the liberal arts tradition including linkages with other disciplines? Strong interdisciplinary link between physics and the medical profession benefits non-majors by demonstrating how principles and concepts cross disciplinary boundaries.
   (b) Are other Departments affected by this course? (Please attach letters of support from the chairs of each department indicating that the Department has discussed the proposal and supports it.) None
9. Method of teaching: Lectures (including guest lecturers), Demonstrations, Field Trips, Problem Solving.
10. (a) Address potential enrollment pattern shifts in the department or college-wide related to the offering of this course. Some physics pre-med majors will take this course instead of other physics courses.
   (b) Address potential shifts in staffing of the department as it relates to the offering of this course. Course would enter our every other year course offerings, and would result in some elective courses being offered less frequently.
   (c) Frequency of offering: ___ each Fall ___ each Spring ___ every two years ___ every 3 years ___ other (Explain)
11. Requirements for additional resources made necessary by this course:
   (a) Staff: None; staffing will be reorganized.
   (b) Budget: Minor additional cost for demonstration equipment and field trips which will be paid from existing dept. funds.
   (c) Library: Some additional textbooks and reference books required, which will come out of the existing dept. funds.
   (NOTE: Courses requiring additional resources will need extensive justification. Those courses offered through reorganization of current staffing and resources are encouraged.)
12. Attach course syllabus, reading lists, or any additional documentation that can help the committee evaluate this proposal (a syllabus is mandatory). Syllabus attached.
13. Signature of Department Chair: ___________________________ Date submitted: 1/28/97
14. Signature of School's Dean: ___________________________ Date: 1/28/97
15. Signature of Business Affairs Official: ___________________________ Date reviewed:
16. Signature of Curriculum Committee Chair: ___________________________ Date approved: 1/27/97
17. Signature of Faculty Senate Secretary: ___________________________ Date approved by Senate:

Completed form should be sent by the Faculty Senate secretary to the Registrar. Copies of the completed form should be sent by the Registrar to: 1. Department chair; 2. Business Affairs Office (for establishing course fee structure in SIS); 3. College Relations for addition to Undergraduate Bulletin (Attn: Rhonda Spell); 4. Academic Affairs Office (Attn: Beth Murphy); 5. Undergraduate Studies (SNAP, ON COURSE)
(Attn: Rhonda Spell); 4. Academic Affairs Office (Attn: Beth Murphy); 5. Undergraduate Studies (SNAP, ON COURSE)

(This form last revised March 23, 1995 and replaces all others.)
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COLLEGE OF CHARLESTON
Committee on Curriculum and Academic Planning
New Course Proposal

1. Department: Physics and Astronomy
2. Course number and title: 457 Satellite Meteorology Number of credits: 3
   Total hrs/week: 3 Lecture: 3 Lab: 0
3. Course will be offered first: Spring 1998
4. Catalog description (please limit to 50 words): Satellite meteorology is the measurement of the weather by sensors aboard Earth-orbiting satellites. Topics include satellite orbits and navigation; electromagnetic radiation; instrumentation; image interpretation; atmospheric temperature, winds, clouds, precipitation, and radiation. Lectures three hours per week. Prerequisites: PHYS308; or PHYS456; or both PHYS105 and PHYS202; or both GEOL314 and PHYS202. Some or all of these prerequisites may be waived with the permission of the instructor.
5. Prerequisites (or other restrictions): PHYS308; or PHYS456; or both PHYS105 and PHYS202; or both GEOL314 and PHYS202. Some or all of these prerequisites may be waived with the permission of the instructor.
6. Rationale/justification for course (consider the following issues):
   (a) What are the goals and objectives of the course? To understand the principles and techniques involved in satellite meteorology. Course prepares students for jobs in applied meteorology or related field. Course provides a bridge to the courses in other departments which show applications of remote sensing and Geographic Information Systems (GIS) in their fields.
   (b) How does the course support the mission statement of the department and the organizing principles of the major? Strengthens our meteorology minor and concentration and demonstrates the application of the principles of physics.
7. For courses in the major, how does the course enhance the beginning, middle, or end of the major? Primarily intended for the end of the major, or for continuing education students.
8. (a) For courses used by non-majors, how does the course support the liberal arts tradition including linkages with other disciplines? The strong interdisciplinary link between physics and the applications of GIS and remote sensing in other fields benefits non-majors by demonstrating how principles and concepts cross disciplinary boundaries.
   (b) Are other Departments affected by this course? (Please attach letters of support from the chairs of each department indicating that the Department has discussed the proposal and supports it.) Geology
10. (a) Address potential enrollment pattern shifts in the department or college-wide related to the offering of this course. Perhaps a slight shift of students from traditional physics to meteorology.
    (b) Address potential shifts in staffing of the department as it relates to the offering of this course. None, as course is in conjunction with the Masters of Environmental Studies course of same name (EVSS 657).
    (c) Frequency of offering: each Fall X every two years _ each Spring _ every 3 years __ other (Explain )
11. Requirements for additional resources made necessary by this course:
    (a) Staff: None; see 10b.
    (b) Budget: None; see 10b.
    (c) Library: Currently adequate due to collection of meteorology materials over the past 15 years.
    (NOTE: Courses requiring additional resources will need extensive justification. Those courses offered through reorganization of current staffing and resources are encouraged.)
12. Attach course syllabus, reading lists, or any additional documentation that can help the committee evaluate this proposal (a syllabus is mandatory). Syllabus attached.
13. Signature of Department Chair: __________________ Date submitted: 1/28/97
14. Signature of School's Dean: __________________ Date: 1/27/98
15. Signature of Business Affairs Official: __________________ Date reviewed: 1/27/97
16. Signature of Curriculum Committee Chair: __________________ Date approved: 1/27/97
17. Signature of Faculty Senate Secretary: __________________ Date approved: 1/27/97

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(This form last revised March 23, 1995 and replaces all others.)
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College of Charleston
Committee on Curriculum and Academic Planning
New Course Proposal

1. Department: Geology

2. Course number and title: Geology 107: Introduction to Coastal and Marine Geology
   Number of Credits: 3  Total hrs/week: 3  Lectures: 3  Lab: 0

3. Course will be offered first: Spring 1997 (offered as a Special Topics course)

4. Catalog description (please limit to 50 words): This course introduces students to the geological processes that form, shape and modify the world's ocean basins and the sediments contained within. Coastal and deep marine depositional environments will be examined from both a modern and ancient perspective.
   Check if appropriate: _Humanities _Social Science (meets minimum degree requirements)

5. Prerequisites (or other restrictions): There are no prerequisites to this course. GEOL 107 may NOT be used to fulfill the Natural Science general education requirement. [GEOL 107 is intended for non-majors and may not be used to fulfill requirements for the Geology Major.] Students may not receive credit for both GEOL 107 and GEOL 207 (Marine Geology).

6. Justification for course: The goals of this course are: (1) to provide non-majors with an additional introductory level geology course; (2) to provide a marine geology course for marine biology students to fulfill their requirement of 1 semester of geology; (3) to introduce broad geological concepts from a marine perspective; and (4) to attract potential geology majors.

   Marine geology is strongly integrated with marine biology and uses physical and chemical concepts as well. This course will show the important cross-discipline linkages on a global scale.

7. Other Departments affected by this course. (Please attach letters of support from the chairs of each department indicating that the Department has discussed the proposal and supports it.) The Biology Department is affected.

8. Does this course duplicate or overlap with other courses in your department? (If so, please justify.)
   The proposed course, GEOL 107, and GEOL 207 (Marine Geology) cover similar topics. GEOL 107, however, will be taught at the introductory level to students with no geology background. Thus, many basic geologic concepts will also be taught. There has been an ongoing need to offer an introductory level course in marine geology for marine biology majors and other non-majors who share an interest in learning about the marine environment. GEOL 207 pre-requisites will be increased to include a full year of geology (101 and 102), and GEOL 207 will be offered to geology majors.
9. **Method of teaching:** In the absence of a lab, the instructor will: supplement classroom lectures with numerous hands-on demonstrations; provide classroom activities that stimulate group discussions; require students to participate in a coastal field trip; and require completion of several take-home exercises. Three exams will be given and a paper will be assigned.

10. (a) **Address potential enrollment pattern shifts in the department or college-wide as it relates to the offering of this course:**
    Several marine biology students per year will be shifted from GEOL 101 and GEOL 101L into GEOL 107. Approximately 4 marine biology students per year will be shifted from GEOL 207 into GEOL 107.

(b) **Address potential shifts in staffing of the department as it relates to the offering of this course:**
    The course's instructor will be shifted from one section of GEOL 101 (lecture or laboratory).

(c) **How often will this course be offered?**
    This course will be offered every Spring semester, beginning with Spring 1997 (offered as a Special Topics course).

11. **Additional staff, budget, or library requirements for this course:**
    One 3-hour GEOL 101 (or 102) laboratory instructor may be needed, filled by either an adjunct or graduate student.

12. **Attach course syllabus, reading lists, or any additional documentation that can help the committee evaluate this proposal (a syllabus is mandatory).**

13. **Signature of Department Chairs:** Michael Smith
    Date submitted: 11/12/96

14. **Signature of School's Dean:** Jane Doe
    Date: 11/15/96

15. **Signature of Budget Director, Business Affairs Office:**
    _______________________
    Date reviewed: ____________

16. **Signature of Curriculum Committee Chair:**
    _______________________
    Date approved: 2/18/97

17. **Signature of Faculty Senate Secretary:**
    _______________________
    Date approved by Senate: ____________
Committee on Curriculum and Academic Planning
Proposal to Change a Course

1. Department: Geology

2. Course Number and Title: GEOL 207: Marine Geology

3. Course changes will go into effect: Fall 1997

4. Change(s) Desired:
   (a) Prerequisites will be increased to include GEOL 102 (Earth History) and GEOL 102L (Earth History Lab). Currently, only GEOL 101 and GEOL 101L (Dynamic Earth and Dynamic Earth Lab) are required.
   (b) The course description will include the following statement: "This course is intended for geology majors. Non-majors should enroll in GEOL 107 (Introduction to Coastal and Marine Geology). A student may not receive credit for both GEOL 107 and GEOL 207."

5. Justification for Change(s):
   There is a need to increase the course prerequisites to reduce the diversity in the background knowledge of the enrolled students. With the addition of GEOL 107 (Introduction to Coastal and Marine Geology) to the departmental list of course offerings, non-majors will no longer enroll in GEOL 207, allowing this course to be taught at a more advanced level.

6. Date Approved by the Department: 
   Date Submitted: 

7. Signature of Department Chair:

IF MORE SPACE IS NEEDED, USE EXTRA SHEET AND ATTACH
(form last revised August, 1988 and replaces all others)
Committee on Curriculum and Academic Planning
Proposal to Change a Course

1. Department: Accounting and Legal Studies

2. Course Number and Title: BADM 315--Microcomputers in Finance and BADM 429--Commercial Law

3. Course changes will go into effect: Fall Semester, 1996

4. Change(s) Desired: The above courses to serve as an Accounting Elective for the Accounting Major

5. Justification for Change(s):
   Only Accounting courses can currently fulfill the accounting elective. The Accounting and Legal Studies faculty realized that in order to broaden the possibilities for our majors and to strengthen their skills and thus better prepare them for entry into successful careers, these non-accounting courses would be beneficial.

6. Date Approved by the Department: December 6, 1995
   Date Submitted: January 10, 1996

7. Signature of Department Chair:

IF MORE SPACE IS NEEDED, USE EXTRA SHEET AND ATTACH
(form last revised August, 1988 and replaces all others)
Committee on Curriculum and Academic Planning
Proposal to Change a Course

1. Department Management and Marketing
2. Course Number and Title: BADM 440 Seminar in Entrepreneurship
3. Course changes will go into effect: Fall 1997
4. Change(s) Desired:

   Change course number from BADM 440 to BADM 445.

5. Justification for Change(s):

   The course number, 440, as recently approved, was previously used by the Business School for an Accounting course. The new number, 445, is requested to avoid confusion with previous student records.

6. Date Approved by the Department: 8/20/97 Date Submitted: 8/21/97
7. Signature of Department Chair: [Signature]

   IF MORE SPACE IS NEEDED, USE EXTRA SHEET AND ATTACH
   (form last revised August, 1988 and replaces all others)
COLLEGE OF CHARLESTON
Committee on Curriculum and Academic Planning
Special Topics Course

FOR INFORMATION PURPOSES

1. Department: Philosophy + Religious Studies

2. Course number and title: RELS 298: Ancient Egyptian Art
   Number of credits: 3
   Total hrs/week: 3
   Lecture: 3
   Lab: 0

3. Course will be offered first: Spring 97

4. Catalog description (please limit to 50 words): See syllabus

Check if appropriate: □ Humanities □ Social Science (meets minimum degree requirements)

5. Prerequisites (or other restrictions): None

6. Other departments affected by this course. (Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.)
   None

7. Signature of Department Chair: [Signature]
   Date submitted: 4/27/97

8. Signature of Curriculum Committee Chair: [Signature]
   Date: 3/24/97

9. Signature of Faculty Senate Secretary: [Signature]
   Date Presented to Senate: [Signature]

Completed form should be sent by the Faculty Senate secretary to the Registrar. Copies of the completed form should be sent by the Registrar to:
1. Department chair
2. Business Affairs Office (for establishing course fee structure in SIS)
3. Undergraduate Studies (SNAP, ON COURSE)

(For additional copies of this form, please photocopy the blank form. If a diskette for word processing of this form is desired, please send a blank diskette to Tonya Pharr, Undergraduate Studies. This form approved by FCC on February 9, 1995.)
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COLLEGE OF CHARLESTON
Committee on Curriculum and Academic Planning
Special Topics Course

FOR INFORMATION PURPOSES

1. Department: Philosophy + Religious Studies

2. Course number and title: PHIL 289. Environmental Phil. Number of credits: 3
   Total hrs/week: 3 Lecture: 3 Lab: 0

3. Course will be offered first: Spring 97

4. Catalog description (please limit to 50 words): See syllabus

5. Check if appropriate: Humanities ___ Social Science (meets minimum degree requirements)

6. Other departments affected by this course. (Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.)
   None

7. Signature of Department Chair: Nymph Wilkes Date submitted: 1/27/97

8. Signature of Curriculum Committee Chair: _______________ Date: 2/24/97

9. Signature of Faculty Senate Secretary: _______________ to Senate: _______________

   Completed form should be sent by the Faculty Senate secretary to the Registrar. Copies of the completed form should be sent by the Registrar to:
   1. Department chair
   2. Business Affairs Office (for establishing course fee structure in SIS)
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COLLEGE OF CHARLESTON
Committee on Curriculum and Academic Planning
Special Topics Course

FOR INFORMATION PURPOSES

1. Department: Philosophy, Religion, Studies and Classics

2. Course number and title: CLAS 390 Greek Religion and Magic
   Number of credits: 3
   Total hrs/week: 3
   Lecture: 3
   Lab: 0

3. Course will be offered first: Spring 1997

4. Catalog description (please limit to 50 words): See syllabus

Check if appropriate: _____ Humanities _____ Social Science (meets minimum degree requirements)

5. Prerequisites (or other restrictions): None

6. Other departments affected by this course. (Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.)

   None

7. Signature of Department Chair: Hugh Miller
   Date submitted: 1/16/97

8. Signature of Curriculum Committee Chair: ________
   Date: 2/28/97

9. Signature of Faculty Senate Secretary: __________
   Date Presented to Senate: __________

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c:\newcours\sp-topic.frm
1. Department: Philosophy and Religious Studies

2. Course number and title: JEWISH SOCIETY Number of credits: 3
   Total hrs/week: 3 Lecture: 3 Lab: 0

3. Course will be offered first: Spring 97

4. Catalog description (please limit to 50 words): See syllabus

5. Prerequisites (or other restrictions): None

6. Other departments affected by this course. (Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.)

   None

7. Signature of Department Chair: Date submitted: 1/27/97

8. Signature of Curriculum Committee Chair: Date: 2/24/97

9. Signature of Faculty Senate Secretary: to Senate: Completed form should be sent by the Faculty Senate secretary to the Registrar. Copies of the completed form should be sent by the Registrar to:
   1. Department chair
   2. Business Affairs Office (for establishing course fee structure in SIS)
   3. Undergraduate Studies (SNAP, ON COURSE)

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Academic Program Directors

0.0 Contents
1.0 Duties
2.0 Department Based Programs
3.0 Interdisciplinary Programs
4.0 Compensation

1.0 Purpose

There are a number of departmental and interdisciplinary academic programs at the undergraduate and graduate level that are sufficiently complex to require part-time administrators. At times, some of these part-time administrators have been given the title coordinator and some the title director. This policy has been developed to clarify the reporting lines, process of evaluation, and responsibilities of these part-time administrators. [Note: The title of director is also appropriate for those administering institutes, bureaus, and centers. Directors of those units typically will have different or additional duties and responsibilities that have been detailed in their letters of appointment and individual job descriptions.]

2.0 Duties of an Academic Program Director

The title of Program Director is used to describe part-time administrative appointments of faculty to leadership positions in various academic programs. Directors normally have all or some of the following responsibilities:

2.1. Coordination: ensure effective communication and cooperation with faculty, staff, students, chairs and deans as necessary to assure the effective administration of the program.

2.2 Curriculum development: lead program faculty in the development of the curriculum and manage the processes of curricular change and review. Chair the program faculty curriculum committee.

2.3. Staffing: schedule program classes; coordinate with chairs the assignment of faculty to teach and advise in the programs.

2.4. Evaluation of faculty: participate in the evaluation of program faculty in consultation with department chairs on an annual basis.

2.5. Advising: advise students in the program and coordinate the advising done by other program faculty.
2.6. Planning: prepare planning documents (goals and objectives) for the program.

2.7. Assessment and program review: develop an assessment plan; coordinate assessment activities; prepare for internal and external (e.g., CHE) program reviews.

2.8. Annual report: prepare and submit an annual program report to the chair and dean.

2.9. Budgeting: prepare annual budget request for the program and administer program budget accounts (where appropriate and in conjunction with chairs and deans).

2.10 Program directors may also be assigned additional duties related to program administration by chairs and deans as appropriate. (E.g., special role in recruitment of new faculty)

3.0 Department Based Programs

Within an academic department, an individual who has been assigned administrative responsibilities for a disciplinary based degree program (undergraduate or graduate) or a disciplinary minor may be given the title of director of that program. (E.g., Director of the Marine Biology Graduate Program in the Department of Biology; Director of the Religious Studies Program in the Department of Philosophy and Religious Studies; Director of the Italian Studies Minor in the Department of Spanish and Italian).

These directors are appointed by and serve at the pleasure of the chairs, subject to the approval of the deans, provost, and president. Typically, these directors are appointed for a fixed term (renewable) not to exceed five years. After the fifth year of service (or in the last year of service of a shorter term) the director will be given a performance review and will be evaluated by appropriate members of the faculty, by the supervising administrator (usually the department chair), and by other persons who may be selected by the director's supervisor. These evaluations will be forwarded to the dean and the provost and, with their respective recommendations, to the president for action.

Directors are evaluated annually by their department chair as a faculty member. In addition, they are evaluated by the chair and the appropriate school dean (and the Dean of Graduate Studies in the case of graduate program directors) on their performance as program director. Each program Director submits an annual program report in June to the department chair, school dean (and Dean of Graduate Studies in the case of graduate program directors). The school dean will receive the chair's evaluation of the program director and, in consultation with the Dean of Graduate Studies when appropriate, will provide an overall annual evaluation of the program director. The chairs and deans may request input from faculty and staff as deemed appropriate in this annual evaluation process. Input should be obtained from program faculty in some form (e.g., written or oral) on an annual basis.

4.0 Interdisciplinary Programs

Directors of interdisciplinary programs (minors, majors, graduate programs) normally report to the dean of the school where the program is housed rather than to their department chair. In those cases where more than one school is involved in the program, the dean of the school housing the
program will assume responsibility for involving the other deans in the oversight of the program
director. While the duties of directors of interdisciplinary programs are virtually the same as those
of a disciplinary based program director, there is often more need for coordination with other
departmental units. In individual cases, the duties of these program directors may specify the
authority that the interdisciplinary program director has in dealing with departments and
other programs.

5.0 Compensation of Program Directors

The amount of release time from teaching, research, and other service duties given to a program
director will vary. Each program director will receive an appointment letter that specifies the
workload. Similarly, the determination of whether a stipend is paid for administrative work
performed in the summer months will be made on a case by case basis. Comparable duties and
assignments for program directors should result in comparable workloads and stipends. The size,
complexity, and range of administrative responsibilities will determine the total compensation of
the program director.

| Sponsor: | Dr. Sam Hines | September 1996 |
| Recommendations | Deans | October 22, 1996 |
| Review | Faculty Senate |
| Review | Deans and Directors |
| Final Approval | Provost |