

## Policy on Departmental Directorship Positions

The following positions will be assigned by the Department Chair

- a. Director of Freshman Mathematics
- b. Director of Undergraduate Studies
- c. Director of Graduate Studies

Eligibility: directors must be tenured.

Selection: The Chair will re-assess the assignments each year. When a position is open, faculty will be invited to submit requests and nominations to the department chair for consideration of an appointment.

Reassigned time: reassigned time for these positions will be offered at a rate of three hours per year, subject to approval of the Dean. If reassigned is not approved by the Dean for any of these positions, the faculty member will be assigned honors classes somewhat more frequently than average.

Duties would include:

a. Director of Freshman Mathematics: for freshman mathematics courses below 1634, responsible for textbook selection and syllabi; work with the mentors of non-tenure-track faculty; handle transfer of credit requests for transfer students; work with Director of Undergraduate studies in regards to the preparation of math majors into the calculus sequence; aid the department chair in optimal scheduling of freshman mathematics courses; oversee, and work with, the Math Lab Coordinator on the success of the Math Tutoring Center; chair the Freshman Mathematics Committee and hold regular meetings of it.

b. Director of Undergraduate Studies: develop and oversee the curriculum for mathematics majors, and recommend revisions as needed; keep faculty up-to-date on proper advisement of math majors, orientate new faculty to the advising process, and work with the staff on the assignment of advisors to majors; handle transfer requests from transfer students; provide and post lists of planned course offerings; monitor and make recommendations on the operation of senior project and other research experiences for majors; chair the Undergraduate Curriculum Committee, and hold regular meetings of it.

c. Director of Graduate Studies: recruit graduate students; advise all graduate students; coordinate research course; work with department chair on advertising for program; oversee and recommend revisions to the graduate curriculum; make recommendations to the department chair concerning work assigned to graduate assistants. Review all applications from all graduate students, and make recommendations; chair the Graduate Committee and hold regular meetings of it.