

## **ASSOCIATE DEPARTMENT HEAD – UNDERGRADUATE PROGRAM DIRECTOR**

Roles include:

- Overseeing the Undergraduate Chemistry Program curriculum
- Overseeing Undergraduate Advising in Chemistry
- Chairing the Departmental Undergraduate Committee
- Chairing the Departmental Undergraduate Awards Committee
- Overseeing the Departmental Summer Undergraduate Research Program
- Advising University Admissions on transfer credit equivalences for Chemistry courses
- Working with the Departmental representative on the CLAS Committee on Curricula and Courses to put forth new course proposals and revisions to current courses
- Working with Departmental Administrative Support staff on undergraduate-related matters
- Overseeing the Department's American Chemical Society Accreditation processes and practices
- Facilitating placement of students in to Undergraduate Research within the Department
- Serving as a liaison to the University Global Affairs Office for programs related to Chemistry
- Serving as one of the academic advisors in the Chemistry BS and BA Programs
- Meeting biweekly with the Department Head and the Associate Department Head (Graduate)

## **ASSOCIATE DEPARTMENT HEAD – GRADUATE PROGRAM DIRECTOR**

Roles include:

- Coordinate efforts of the Graduate Admissions Committee and Graduate Program Committee
- Participate as *ex officio* member of the Advisory Committee and Graduate Program Committee
- Assist the Chair of the Graduate Admissions Committee on recruiting efforts, with a focus on attracting a diverse graduate student population
- Coordinate communication between Grad Program Committee and Grad Student Advisory Committee (GSAC)
- Collaborate with Chemistry's Graduate Faculty Council (GFC) representative
- Collaborate with DH and Chemistry staff to maintain contact with graduate alumni
- Work with Department Head (DH) to address *ad hoc* issues arising with graduate students
- Assist DH and Chemistry staff on fundraising opportunities through the UConn Foundation
- Act as liaison to Phi Lambda Upsilon (PLU) and PLU Faculty Advisor
- Meet biweekly with the DH and the Associate Department Head (Undergraduate)