

CSSH Undergraduate Program Director Policies and Guidance

Office of the Dean

Undergraduate Program Directors play a key role in degree-granting units in matters relating to undergraduate curriculum development, oversight, and delivery. Unit heads should make sure that UPDs understand their role and have the support necessary to be effective. Below is a summary of the usual responsibilities of, appointments of, and expected support for CSSH Undergraduate Program Directors.

Responsibilities

- Leading the development and submission of unit curriculum plans as requested by the Registrar's and Dean's offices and in accordance with unit processes.
- Convening the unit curriculum committee regularly for business relating to curricular matters in accordance with unit processes.
- Coordinating department assessment activities, including annual program assessment and response to inquiries and initiatives from the university's Office of Institutional Assessment and Evaluation.
- Attending monthly UPD meetings led by the Associate Deans.
- Representing the unit at recruitment and yield events, or ensuring such representation.
- Responding to queries about undergraduate curriculum from advisors and students.

Appointments and Duration

Undergraduate Program Directors are chosen by the unit chair; letters of appointment to the role are issued *only by the Office of the Dean*. Appointments will ordinarily be for three years.

Support

Faculty members serving as UPDs will receive one course release each year. The role does not come with a stipend, and Undergraduate Program Directors are not expected to engage in UPD activities during the summer months. Please note that requests for any modification to these terms *must be discussed with and approved by the Office of the Dean*.

The unit head should ensure that the Undergraduate Program Director receives sufficient administrative support, including in sending requests to faculty, scheduling of committee meetings, entering data into scheduling software, and other clerical tasks. Levels of collaboration between chair and UPD and exact types of administrative support will vary among units. Final responsibility for curriculum remains with unit heads.