

DEPARTMENT OF SOCIOLOGY

WHO CAN I RUN TO?

Department Chair	Director of Graduate Studies	Director of Undergraduate Studies	Director of Instruction
Eric Wright	Jim Ainsworth	Jung Ha Kim	Mindy Stompler
<p>Administrative</p> <ul style="list-style-type: none"> Communicates with faculty about information from other administrators Conducts faculty evaluations <p>Committees</p> <ul style="list-style-type: none"> Keeps record of standing committee members Solicits nominations and organizes elections <p>Course Scheduling</p> <ul style="list-style-type: none"> Finalizes scheduling decisions <p>Recruitment</p> <ul style="list-style-type: none"> Hires, reviews, and apportions duties to staff, emeritus & non-tenure track faculty Appoints, oversees performance of and makes personnel changes: DGS, DUS and DI Hires staff and temporary faculty 	<p>Graduate Program</p> <ul style="list-style-type: none"> Chairs Graduate Committee Advises Soci graduate students Oversees nomination and presentation of Dept. awards Coordinates/oversees official examinations Oversees graduate student training in research ethics Assigns assistantships <p>Admissions</p> <ul style="list-style-type: none"> Oversees application & admissions process and recommendations for GRA funding <p>Course Scheduling</p> <ul style="list-style-type: none"> Serves as member on Scheduling Committee Maintains graduate course syllabi <p>Records</p> <ul style="list-style-type: none"> Analyzes descriptive statistics re: recruitment, retention & placement trends of graduate students Solicits faculty feedback on graduate student performance Coordinates the evaluation of the graduate program <p>Curriculum</p> <ul style="list-style-type: none"> Considers petitions/appeals, waivers & transfer credit(s) Recommends catalog/curriculum updates 	<p>Undergraduate Program</p> <ul style="list-style-type: none"> Chairs Undergraduate Committee Advises Soci majors & minors Oversees nomination and presentation of Dept. awards Oversees undergraduate student training in research ethics Signs Graduation Audits Coordinates Internship Program Serves on Undergraduate Council Advises Sociology Club Liaison to academic advising offices <p>Course Scheduling</p> <ul style="list-style-type: none"> Serves as member on Scheduling Committee Maintains undergraduate course syllabi <p>Records</p> <ul style="list-style-type: none"> Coordinates the evaluation of the undergraduate program Analyzes descriptive statistics re: recruitment, retention & placement trends of majors & minors Conducts annual assessments <p>Curriculum</p> <ul style="list-style-type: none"> Considers petitions/appeals, waivers & transfer credit(s) Recommends catalog/curriculum updates 	<p>Undergraduate/Graduate Program</p> <ul style="list-style-type: none"> Handles student complaints about instruction Advises & supports faculty with disruptive students, academic dishonesty, grade appeals, curricular issues, etc. <p>Instruction</p> <ul style="list-style-type: none"> Chairs Teaching Committee Advises on instructional quality Organizes evaluation of teaching effectiveness for graduate students and part-time instructors Liaison between CETL & Dept. Oversees nomination and selection of departmental awards <p>Teaching Program</p> <ul style="list-style-type: none"> Supervises Teaching Associate Coordinates syllabus review process of GTA's Directs Graduate Teaching Training Program; teaching (SOCI 9000 & SOCI 9001) Maintains iTeachSOC Teaching Manual & Teaching Resources List

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Business Manager	Administrative Specialist	Administrative Coordinator
Angie Morton-Smith	Reginald L. Butler	Caitlan Shaw
<p>Financial</p> <ul style="list-style-type: none"> Manages the financial affairs of the department: state, sponsored & foundation Processes payroll Purchasing Reimbursements Travel requests Performs monthly expenditure reconciliations Oversees dept. purchase card <p>Administrative</p> <ul style="list-style-type: none"> Handles personnel matters Supervises departmental staff Assists with supervision of student workers Assists with course scheduling, as needed 	<p>Graduate Program</p> <ul style="list-style-type: none"> Assists with general program management Maintains database & file management Coordinates orientation & visit days Liaison to graduate services office <p>Undergraduate Program</p> <ul style="list-style-type: none"> Assists with general program management Assists with internship program Co-advises Sociology Club Handles scholarship/award inquiries <p>Registration</p> <ul style="list-style-type: none"> Inputs tuition waivers Enters overrides (graduate) Processes directed readings Has access to student records <p>Course Scheduling</p> <ul style="list-style-type: none"> Drafts schedule of courses Updates curriculum/catalog changes Assigns/staffs courses Submits media & technology requests Submits classroom change requests Inputs book orders Requests desk/exam copies of textbooks Addresses bookstore issues Processes faculty evaluations <p>Social Media/Communication</p> <ul style="list-style-type: none"> Maintains departmental website Manages social media pages Manages departmental listservs <p>Materials</p> <ul style="list-style-type: none"> Creates flyers, brochures & handouts 	<p>Coordinates</p> <ul style="list-style-type: none"> Office cleanings Maintenance requests Computer/printer repair requests Any request to/from other departments, colleges or offices: Deans, Registrars. O.A.A. etc. Office assignments Key authorizations Office supplies, business cards & stationary Classroom/conference room reservations <p>Administrative</p> <ul style="list-style-type: none"> Supervises & manages work of student assistants Provides administrative support to: Faculty, PTI's & GTA's Prepares: Executive Committee binders, teaching portfolios & faculty vitae Assists with special projects & research activities Assists faculty recruiting process Assists Dept. Chair & Business Manager Maintains Sociology I-drive Assigns copier/printer logins Emergency coordinator for the dept. <p>Registration</p> <ul style="list-style-type: none"> Processes registration adjustments Processes grade change requests Enters overrides (undergraduate) Coordinates final grade reporting Processes incomplete grade forms Handles student appeals/petitions