

PROGRAM DIRECTOR AND CURRICULAR GROUP CHAIR TASKS

There are three Education Program Directors at SIO--Ocean Biology (OBP), Climate-Ocean-Atmosphere (COAP), and Geosciences of the Earth, Oceans, and Planets (GEO). Program directors at SIO are appointed by the Dept. Chair with the SIO Director's approval. Program directors receive a small financial compensation (occasionally teaching relief instead) and this is also considered university service. Curricular group coordinators are appointed by the Chair and their work is considered service.

PROGRAM DIRECTORS TASKS:

The major goals of the program director are to manage and promote the excellence of the curricular groups in their area. This requires a range of tasks:

- Help organize teaching assignments within the curricular groups and for undergraduate education and MAS programs associated with their area.
- Provide any curriculum or overall changes needed in the catalog. The director's opinion is a final review.
- Approve any new courses within their program.
- Help form any new curricular group (rare).
- Help schedule Education meetings and Admissions meetings.
- Participate in admissions, rank SHORE nominations and distribute program-wide fellowships.
- Provide a final decision on fellowships that are not pre-designated to a curricular group.
- Approve decisions made by admission chairs (eg curricular group fellowships)
- Sign admission offer letters.
- Help describe and promote their curricular groups. Example: program research lists describing the research areas of the curricular groups were needed for the PhD application page and the program directors helped to slim the list down.
- Help set up or provide Program-wide Orientations.
- Cajole colleagues that are exceedingly late with their spring evaluations.
- Provide guidance to section heads on future faculty hires so that teaching needs are represented.
- Regularly meet with the Department Chair and other Program Directors to determine, discuss and act on common goals.
- Participate in the SIO Graduate Program Review.

CURRICULAR GROUP COORDINATORS TASKS

The major goals of the coordinators are to manage and promote the excellence of their curricular group. This requires a range of tasks sometimes in conjunction with a Curriculum advisor if available:

- Develop or help develop rubrics and learning outcomes that reflect the vision of the curricular group.
- Help organize teaching assignments within the curricular groups and for undergraduate education and MAS programs associated with their curricular group and provide this to the Program Director as requested.
- Develop or help develop rubrics that provide a fair first year exam for students in the curricular group.
- Help to organize a collegial atmosphere for all curricular group members (students and faculty).
- Coordinators are also involved when 1) An exception is requested for a student (to either substitute or waive a course requirement). 2) A student is not in good standing. They are involved in the discussion but do not always make the final decision. 3) Course checklists sent to CG Curriculum Advisor or CG Coordinator if no Curriculum Advisor. 4) A student is changing their curricular group within the same program or if they are changing to another program. The curricular group chairs must approve this. 5) Any admissions exceptions are requested (Admissions chairs are included as well).
- Curricular coordinators provide a memo when a researcher is seeking a lecturer appointment. The curricular group coordinator must nominate them to the Dept. Chair and justify it.
- Curricular coordinators provide a memo when the curricular group is seeking to have a new course taught by a researcher (see above).
- Curricular coordinators provide a memo when the curricular group wants to appoint an adjunct faculty member. This should be discussed at the section level, but the CG coordinator writes the memo requesting consideration of a new or renewed appointment.
- Curricular coordinators provide information to the department as needed. For example when the department needs to poll curricular groups such as in asking how many students they can support for the following year, whether they will agree to increase the support level, whether they will consider admitting Master's students, etc (Admissions Chairs are contacted simultaneously).