

Director of Undergraduate Studies: Duties

1. Serves as a voting member of the CBS Educational Policy Committee (<http://www.cbs.umn.edu/faculty-staff/educational-policy-committee>)
2. Serves on College subcommittees as needed and/or identifies representative (for example: Scholarship Committee, Awards and Recognition Committee, Committee to review and modify BIS and Inter-College Program Proposals, Dean's Advisory Council, etc.)
3. Evaluates courses
 - a. Determines whether transfer courses are equivalent to or can be accepted in lieu of University of Minnesota courses in the discipline represented by the major
 - b. Recommends and pre-evaluates Learning Abroad courses for equivalence
 - c. Evaluates transcripts of re-admitted or NAS students to ensure that courses meet the CBS dated credit policies
 - d. Evaluates student academic petitions
4. Approves directed research and directed studies contracts; ensures that WI contracts and final papers for directed research or studies meet the WI criteria
5. Serves as honors advisor for Honors students; approves Honors experiences
6. Assists in recruitment of freshmen and transfer students
 - a. Meets with prospective CBS students and their families (Micro, Biochem)
 - b. Arranges classroom and/or laboratory visits (Biochem, Micro, Biology)
 - c. Ensures that their major is represented at key recruitment events, such as the Dean's Reception in spring for admitted freshmen and Sneak Peek in summer for prospective students
7. Supports the department's undergraduate teaching mission
 - a. Serves as liaison between EPC and the department, ensuring that information is passed to department chairs and faculty and vice versa
 - b. Presents new courses to the EPC for approval
 - c. Participates in the Departmental Teaching Committee (or equivalent committee)¹
 - i. Chairs and guides curriculum planning and new course development (EEB, Biochem, Micro);
 - ii. Suggests and proposes changes to curriculum, major and minor requirements Serves on curriculum committee ex officio (PBio)
 - iii. Serves as contact person with CBS Student Services to highlight curriculum changes, and discuss class scheduling
 - iv. Department Specific Duties
 1. Writes/helps prepare course proposal forms for new courses and presents to CBS EPC (Biochem, Micro, EEB)

¹In the Neuroscience Department, the Associate Head has the overall responsibility for coordinating all departmental education programs. Thus, the DUGS is not responsible for teaching assignments or new-course development.

- 2. Helps faculty with courses: reviews syllabi, reminds faculty about grading issues and procedures (Biochem, Micro, EEB)
- 3. Ensures that course evaluations are completed (Biochem)
- 4. Reviews classroom assignments for courses and requests changes when necessary (Biochem)
- 5. Consults with groups who advise the major (Biology)
- d. Answers questions from students, parents and the general public about courses in the major (Biochem, Micro, Neuro, Biology)
- 8. Represents the major at CBS recruiting events, picnics, graduation, etc. and/or identifies representative
- 9. Advises Students ²

Duty	Bioc	Biol	EEB	GCD	Nsci	Micb	Pbio
Assign students to a faculty advisor; helps faculty with advising questions	X						
Performs bulk of undergraduate advising in the major			X		X	X	X
Advises all majors who have failed a core course, are on academic probation, or have a GPA under 2.0	X						
Meets with any students having particular difficulties	X				X	X	
Advises students about finding a lab for Directed Research	x	X	X		X	X	x
Advises students involved in departmental club			X				
Advertises interesting seminars, job fairs, scholarship opportunities	X		X			X	

- 10. Reviews or oversees undergraduate portion of the departmental web site
- 11. Manages enrollment to courses in the major from wait lists, using CBS waitlist policies (Micro)

²If a new program for a Neuroscience minor is approved, a different faculty member (not the DUGS) will field questions and advise students who are interested in the minor.