

Philadelphia University: College of Science, Health and the Liberal Arts

Administrative Structure

Executive Dean

Responsibilities:

Responsible for oversight of all activities of the College including:

- Human resources
- Budget
- Facilities and equipment
- Strategic planning
- Program review
- Curriculum review and revision
- New program creation
- Development and alumni relations
- Policies and procedures
- Recruitment and retention initiatives and activities
- Coordination of research, scholarship and external funding initiatives

Associate Dean for Academic Programs

Responsibilities:

- Admissions Liaison:
 - Coordinate Open Houses:
 - Coordinate faculty participation
 - Coordinate student participation
 - Arrange for AV and props
 - Develop enhancement strategies
 - Submit the Open House Tracking form to Executive Dean prior to each open house
 - Coordinate the review and revision of recruitment materials (e.g., Fact Sheets, web, brochures)
 - Coordinate community college affiliations
 - Coordinate recruitment special events (e.g., Discovery Day)
 - Liaison to Enrollment Management for UG majors
 - Member of College Web Enhancement Working Group
- College Retention Officer:
 - Oversight of retention efforts and tracking
 - Support student clubs and societies, and other community building efforts (e.g., Learning Communities, social events, SERV-101, freshman seminars)
 - Work with the Executive Dean and College Advising Advocate on the development and implementation of retention initiatives
 - Support enhanced professional tutoring and support efforts
 - Promote retention strategies at College faculty meetings
 - Membership in University Retention and Persistence Group

- Oversight of Undergraduate Non-Health Majors:
 - Support Program Directors (Law and Society, Professional Communications, Environmental Sustainability, Environmental and Conservation Biology, Biochemistry, Biology, Chemistry, Psychology, Biopsychology)
 - Assist with adjunct faculty budget for the majors
 - Quality control and faculty evaluation assistance for UG majors
 - Catalog update coordination
 - Support and promote new program (majors and minors) development and implementation.
 - Convene and chair UG Program Directors meetings (2x/semester)
- Student problem troubleshooting for UG majors:
 - Handle complaints
 - Hear appeals
- Oversight of laboratories and Director of Science Laboratories/CHO
 - Budget
 - Needs
 - Annual review
- Reviews and signs forms (e.g., outside course permission, independent study, grade change)
- Coverage for dean during absences
- Is a member of the C-SHLA Leadership Council
- Is a member of the C-SHLA Scheduling Committee, and assists MAO

Associate Dean for College Studies

Responsibilities:

- Coordination of general education curriculum assessment, review, quality improvement, and revision
- Assist with adjunct faculty budget for College Studies
- Outcomes Assessment coordination for College Studies with College Assessment Advocate
- Quality control and faculty evaluation assistance
- Oversight of Writing Program
- Oversight of College Studies Course Coordinators
- Student problem troubleshooting for College Studies:
 - Handle complaints
 - Hear appeals
- Reviews and signs forms (e.g., outside course permission, independent study, grade change)
- Convenes and Chairs College Studies Coordinators meeting at least 2x/semester
- Liaison to College Studies Committee
- Is a member of the C-SHLA Leadership Council
- Is a member of the C-SHLA Scheduling Committee, and assists MAO

Manager of Academic Administration

Responsibilities:

- Coordination of budget
- Coordination and evaluation of administrative assistants
- Prepare the course schedule and liaison to Registrar and CPS
- Liaison to Physical Plant
- Is a member of the CSHLA Leadership Council
- Convenes and Chairs C-SHLA Scheduling Committee meetings at least 1x/semester
- Convenes and Chairs C-SHLA Administrative Assistants meetings at least 2x/semester

Health Professions Council

- Forum for coordination of health program's curriculum, space, collaboration, and growth
- Rotating Chair who coordinates meetings (at least 2x/semester), complies reports
- Is a member of the C-SHLA Leadership Council

Program Directors

Responsibilities:

- Human resources for program: Hiring, disciplinary action, evaluation, faculty and staff development
- Budget creation and oversight for program
- Equipment and supply oversight for program
- Strategic planning for program
- Program review and accreditation
- Curriculum review and revision
- Coordinate alumni relations
- Oversight of program policies and procedures
- Recruitment and retention initiatives and activities
- Oversight of outcomes assessment initiatives
- Creation and coordination of the course and final exam schedule with MAO

Associate Program Director

Responsibilities:

- Hiring, support and evaluation of adjunct faculty
- Assist PD in budget oversight for program
- Equipment and supply oversight for program
- Assist PD with program review and accreditation
- Curriculum review and revision
- Policies and procedures oversight
- Recruitment and retention initiatives and activities
- Coordination of on-campus sessions

Medical Directors

Responsibilities:

- Medical content oversight of curriculum and assessment
- Liaison to, and recruitment of, physicians for teaching and precepting
- Act as advocate for program in medical community

Coordinators

Responsibilities:

- Hiring, support and evaluation (includes classroom visitation) of adjunct faculty for a course or area
- Faculty development activities for adjunct faculty for a course or area
- Coordination, review and revision of curriculum and outcomes assessment for a course or area
- Assist MAO with schedule for course or area

Clinical Coordinators Only

- Recruitment, evaluation and development of clinical sites and preceptors (for Clinical Coordinators only)
- Student placement and evaluation at clinical sites (for Clinical Coordinators only)

Director of Science Laboratories & University Chemical Hygiene Officer

Responsibilities:

- Coordination of ordering and inventory of lab equipment and supplies
- Coordination of the maintenance and repair of lab equipment
- Coordination of instructional supply and equipment maintenance and repair budget
- Hiring and supervision of student lab assistants
- Coordination and oversight of laboratory safety policies and procedures
- Orientation of new faculty to lab safety policies and procedures
- Providing, coordinating and tracking in-service lab safety training
- Coordination of the storage and disposal (through the appropriate vendors) of chemical and biological waste
- Liaison with Physical Plant on University chemical waste policies and inventory

Coordinator for Undergraduate Research

Responsibilities:

- Promote encourage CSHLA faculty and students to participate in research
- Development and update a website highlighting CSHLA research opportunities, policies, resources and accomplishments
- Help faculty to identify resources and opportunities for research
- Oversee the application process for research projects, the placement of students with mentors, and track progress through a mid-project report and a final report or poster presentation.
- Establish an on-line “Undergraduate Research Journal” to showcase the research projects or a view book highlighting student research.

- Establish an annual on-campus “Undergraduate Research Symposium”.
- Establish an award(s) for best research poster and platform.
- Identify and provide information, direction, and possible collaborations for existing and future research funding amongst single or multiple faculty members.
- Define the outcomes for those students engaging in research and implement techniques for outcomes assessment.
- Collaboration with Philadelphia University’s Center of Nexus Learning.
- Establish an annual competition for student research grants.

C-SHLA Leadership Council

Membership: Executive Dean, Associate Deans, MAO, Chair Health Professions Council

- College strategic planning
- New program development
- Continuous quality improvement
- Budgeting
- External relations and affiliations
- Developing collaboration opportunities
- Oversee searches

College Advisory Board/s

- Guidance
- External relations and affiliations
- Development and fund raising