

GUIDELINES OF THE UNDERGRADUATE COMMITTEE

I. Composition

Section 1. The Undergraduate Committee shall be chaired by the Director of Undergraduate Studies and composed of the Director of Undergraduate Studies, along with two members of the faculty with specialties in United States history and two from the faculty with specialties in areas other than United States history. Two faculty members, one a specialist in United States history and one a specialist in another area, shall be elected annually by a majority vote of the Department faculty present and voting on an at-large basis during the first month of the fall semester and shall serve terms of two years beginning on election. Undergraduate Advisors or anyone designated to act as Undergraduate Advisors shall be members *ex officio* of the Undergraduate Committee with full voting rights. The two student ambassadors for the Department of History shall be *ex officio*, non-voting members of the Undergraduate Committee.

Section 2. The officers of the Undergraduate Committee shall be a chair and a secretary. The Director of Undergraduate Studies shall serve as chair of the Undergraduate Committee.

II. Tasks

Section 1. The Director of Undergraduate Studies, in consultation with the Undergraduate Committee, will study and make recommendations to the Department Chair on requests from faculty on addition, deletion, or alteration of undergraduate courses or programs using the Curriculog process..

Section 2. Faculty members who teach advanced courses being considered for changes initiated by staff members other than themselves shall be given notice prior to consideration of those courses by the Department Chair and shall be allowed to participate in such consideration.

Section 3. The Undergraduate Committee will be responsible for ongoing assessment of the undergraduate program and will report on the assessment process and results to the Department Chair and to the faculty as a whole. If the members of the Undergraduate Committee decide that the results of program assessment indicate that changes should be made to the undergraduate program, the Committee will forward its recommendations to the Department Chair and to the faculty as a whole.

Section 4. In the spring of each year the Department Chair and the DAC may review the work of the Undergraduate Advisor(s) and together may select a person or persons to fill the posts for the following academic year. In the absence of any action by the chair and the DAC, the person(s) occupying the position of Undergraduate Advisor will continue for the following year.

III. Procedures

Section 1. Requests for deletion or alteration of undergraduate courses or programs currently in the catalog, or addition of courses or programs, must be submitted in the Curriculum system by September 10 if suggested changes are to appear in the next catalog.

Section 2. Requests received after October 1 or which require no catalog change will be processed as received and reported to the Department Chair as processed.

Section 3. Processing of Requests

a. Requests must be processed by the Director of Undergraduate Studies, in consultation with the Undergraduate Committee, within one month, and committee action reported to the Department Chair within one week after processing is completed.

b. Late requests for changes in the next catalog must be accompanied by a justification for emergency action.

c. Delayed processing reports must be accompanied by an explanation of the delay, and those involved must be informed in advance of the processing delay and the reasons therefore.

Section 4. Faculty members who teach courses affected by requests from members other than themselves will be informed—and their opinions solicited one week before the Director of Undergraduate Studies, in consultation with the Undergraduate Committee, takes any action on the request.

Section 5. Special Topics Courses: Special topic courses (4260) require only the Department Chair's approval and do not become a permanent part of the curriculum.

Section 6. The Undergraduate Committee shall review annually the Department requirements for a major or a teaching field in History and report its findings and suggestions to the DAC.

Section 7. By September 1, the chair and secretary of the Undergraduate Committee shall file an annual report with the DAC summarizing the actions of the Undergraduate Committee during the previous academic year.

As amended July 28, 2009

As amended April 14, 2017

As amended September 26, 2019

Director of Undergraduate Studies Description

UNT Department of History

Approved by the Department on October 21, 2019

Responsibilities of the Director of Undergraduate Studies

Note: The DUS will be a tenure-system faculty member.

- 1) Chairing the History Department's Undergraduate Committee
- 2) Maintaining the effectiveness and integrity of the History undergraduate program
- 3) Administering required assessments of the undergraduate program each semester in conjunction with the Office of University Accreditation within the Office of the Provost
- 4) Reviewing and approving curricular changes in Curriculog in consultation with the History Department's Undergraduate Committee
- 5) Periodically reviewing and proposing revisions to the undergraduate program in consultation with the Department Chair and the Undergraduate Committee
- 6) Serving as a liaison between the History Department and the College of Liberal Arts and Social Sciences Undergraduate Curriculum Committee, Academic Advising, the Honors College, the Core Assessment Office within the Office of the Provost, and the History Ambassadors
- 7) Assisting with mentoring new faculty members
- 8) Overseeing the work of the History Department's Undergraduate Advisors
- 9) Hosting an orientation program each year for new history majors and minors in consultation with the Undergraduate Committee
- 10) Planning recruitment events to attract new history majors and minors and to increase enrollment in the History Department's undergraduate courses

Compensation and Obligations

The DUS appointment is for a period of four years with one renewable term and will be reviewed annually. Additional years in this role will be discussed at the time of the fourth year evaluation. The regular teaching load will be the normal load for tenure-system faculty in the Department of History with a one course release per academic year.

The Chair of the Department of History, in consultation with the DAC, will choose the DUS. The DUS will chair the Undergraduate Committee.