

MEMORANDUM OF UNDERSTANDING
Department of Justice Studies
Programs Coordinator

Position Summary:

The Programs Coordinator, in consultation with the Chair, oversees and coordinates all activities related to curriculum in all department programs, student advising, and instruction. This Coordinator also serves as acting chair in the short-term absences of the Chair (e.g., sick days, travel). The Coordinator is expected to actively develop and build the department's programs, oversee and submit reports for program planning and GE assessment, sign and process students' documents, and meet with students to enhance their success. The Programs Coordinator, in consultation with the Chair, works with all department coordinators and advisors to ensure their success.

Essential Responsibilities:

1. Curriculum
 - a. Liaison with the CHaHS Dean's Office for matters involving curriculum, assessment, advising, and instruction
 - b. Serve as department representative to the CHaHS Curriculum Committee
 - c. Inform faculty about all campus and college curriculum, advising, and instruction policies and practices
 - d. Facilitate development of all department programs
 - e. Lead revision of PLOs and CLOs
2. Advising and Instruction
 - a. Help coordinators, directors, and advisors fulfill their duties
 - b. Back-up coordinator for department coordinators
 - c. Oversee development and maintenance of advising materials, including major contracts
 - d. Ensure that student handbooks and website information are current
 - e. Coordinate coverage of transfer advising
 - f. Participate in planning and managing orientation activities
 - g. Advise the Chair on course scheduling
3. Assessment
 - a. Direct all assessment activities
 - b. Develop and coordinate GE coordinators
 - c. Work with GE coordinators to develop and submit GE assessment reports
 - d. Work with department coordinators and directors to develop and submit program planning reports
 - e. Engage faculty and students in assessment of programs
 - f. Oversee revision of assessment plans
4. Department Representative
 - a. Attend and/or alert colleagues to attend curriculum, advising, and instruction, information sessions provided by other campus offices
 - b. Represent the Department on the college curriculum committee and on other special committees on campus related to curriculum, advising, and instruction
 - c. Participate in all meetings and department events as part of the leadership team
 - d. Serve as acting chair during short-term absences of the chair
5. Other Duties
 - a. Update department information for, and ensure department compliance with, the SJSU catalog
 - b. Work in close consultation with the Department Chair to fulfill duties of the position
 - c. Work with staff and students to process student paperwork and maintain records and files
 - d. Use department signature authority in lieu of the Chair for department paperwork
 - e. Be broadly available for consultation, and available in person, on campus at least three days per work week
 - f. Other related tasks as needed working with the Department Chair

In exchange for receiving .20 FTEF assigned time to serve as Coordinator of Coordinators, I agree to perform all essential responsibilities in this MOU and to address unforeseen issues related to department programs. I understand that I will be expected to be readily available and on campus at least 3 days per work week. I will schedule and hold at least 4 additional hours of office hours each week during the academic year. I also understand that it is my responsibility to conduct business on campus at unexpected times and outside my scheduled office hours.

Printed Name

Signature

Date