

MEMORANDUM OF UNDERSTANDING
Department of Justice Studies
Undergraduate Coordinator

Position Summary:

The Undergraduate Coordinator chairs the Undergraduate Curriculum Committee. This coordinator acts as lead advisor for, and coordinates all business related to, department undergraduate programs. The coordinator is responsible for all majors (Justice Studies and Forensic Science) and minors (Justice Studies, Legal Studies, Human Rights, and Forensic Studies) in the department, and works with coordinators of each program to ensure their success. The coordinator develops programming, oversees performance, serves as a resource for students, faculty, and staff, and works in consultation with the Chair. The coordinator is also responsible for department compliance with the SJSU catalog and policies related to undergraduate programs.

Essential Responsibilities:

1. Curriculum and Instruction
 - a. Serve as Chair of the Undergraduate Committee, including maintaining meeting notes
 - b. Advise faculty on department, college, and university undergraduate curriculum and instruction policies and practices
 - c. Update and maintain undergraduate program information on the Department website
 - d. Lead assessment of undergraduate programs and courses (e.g., program planning, GE assessment)
2. Undergraduate Advising
 - a. Coordinate advising and serve as lead advisor
 - b. Back-up advisor for undergraduates
 - c. Develop and maintain advising materials
 - d. Update and maintain the Undergraduate Student Handbook
 - e. Coordinate and conduct advising for new students
 - f. Participate in orientation activities
 - g. Sign and process documents for students
3. Department Representative
 - a. Attend advising information sessions hosted by other campus divisions
 - b. Represent the Department on the CHaHS Advising Committee
 - c. Participate in all meetings and department events as part of the leadership team
4. Other Duties
 - a. Update department information for, and ensure department compliance with, the SJSU catalog
 - b. Work in consultation with the department chair to fulfill duties of the position
 - c. Other related tasks as needed by the department, college, or university

In exchange for receiving .20 FTEF assigned time to serve as Undergraduate Coordinator, I agree to perform all essential responsibilities in this MOU and to address unforeseen issues related to all undergraduate 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