

Typical Responsibilities of Directors of Undergraduate Studies

Directors of undergraduate studies typically are tenured faculty members appointed by the chairs of the department or curriculum in which they hold their primary appointment. As a rule, they receive a letter of appointment specifying the length of their term, responsibilities, compensation and/or course release, and other matters directly relevant to their service, including how their work will be reviewed and rewarded.

Their responsibilities vary, depending on the size and complexity of the undergraduate program they administer. The following list describes some of the tasks a director of undergraduate studies (DUS) may be asked to perform:

- Serve with other program administrators on the unit's administrative committee
- Serve as liaison to the Office of Undergraduate Education, Office of Undergraduate Curricula, Academic Advising, Carolina Honors, and Summer School
- Chair a curriculum or undergraduate program committee
- Help mentor new faculty members
- Propose changes to requirements for the undergraduate major and minor and implement changes approved by the Administrative Boards of the General College and College of Arts and Science
- Review syllabi for proposed new undergraduate courses and approve courses submitted through the Course Request Approval System
- Advise undergraduate majors and minors (or train and oversee the work of those who do)
- Authorize substitutions for requirements for the major and minor and submit adjustments to students' Tar Heel Tracker
- Create an orientation program for new majors/minors
- Help organize the unit's commencement ceremonies
- Serve as faculty advisor to an organization of majors/minors
- Appoint honors thesis committees in consultation with the thesis advisor and the student
- Conduct annual learning outcomes assessments of the undergraduate program
- Participate in preparing for program/accreditation reviews
- Oversee the selection of students earning undergraduate awards
- Collaborate with other unit administrators to prepare course schedules and teaching assignments
- Insure that placement examinations are administered and that transfer students' requests for course credit receive a timely response
- Provide revisions to the unit's section of the *Undergraduate Bulletin*