

## Academic Affairs Clusters of Responsibility

Aug 31, 2009

Liz	Moh			Kathie		
VP Academic Affairs	Strategic Planning and Assessment	Technology and Communication Facilitation	Faculty and Academic Staff	Scholarly and Creative Activities	Engagement / Outreach	Academic Programs
<b>AA Staff and Deans</b>	<b>Planning</b> Administrative Calendar; Work plan development & monitoring; Budget; PBA; Academic Calendar; Institutional Accreditation (NWCCU); Program Array Planning	<b>Academic IT</b> IT Interface; IT Steering Committee; Enterprise Apps Committee (EAC) Rep; Banner Interface	<b>Faculty Hiring</b> Recruitment; Salary Setting; Adjunct Faculty; Professional Faculty; Position Tracking; Department Liaison; Hiring Committees	<b>Faculty Research</b> Institutional Review Board (IRB); Presidential Seed Funding; Scholarly and Creative Activities Committee; Conflicts of Interest	<b>International Programs</b> International Student Services, Study Programs, Internships and Exchanges; Faculty/Staff Global Engagement; International Curricular Support; Memorandums of Understanding (MOU)	<b>Program Planning</b> Program Planning/ Development; Catalog; Curriculum Committee; GE & G/I Committees; Curriculum tools (COMET); Program Review, Assessment & Accreditation; Program Submission to Boards of Trustees and Regents
<b>Cross-institutional Units</b> Capitol Reef Field Station; Ethics Center; Collaboration with CEL	<b>Academic Affairs Data</b> Data Mgt; Program Assessment; Web and Dashboard Indicators; IR Interface; IE Interface	<b>IT Tech Project Management and Implementation</b> Academic Calendar, Just-in-time Notifications	<b>Faculty Appointments</b> Rank; Tenure; Professional Track; Appeals; Conflict Resolution; Sabbaticals; ePortfolio System	<b>Grants and Sponsored Programs</b> Grant Development, Coordination & Submission; Grant Signatory; Post-awards Compliance	<b>Extended Education</b> Wasatch Campus, Concurrent Enrollment; Week-end College; Distance Education; Off-campus Sites; Summer Sessions; USU Horticulture and USU Extended Program Liaison	<b>Course Delivery</b> Course Scheduling; Course Fees; Additional Course Sections; Special Scheduling Requests; Space Coordination; Scheduling Tools; DegreeWorks
<b>Events</b> Summer University; Graduation	<b>Academic Space Planning</b> Smart Classrooms; Faculty Offices; Class Space; Academic Unit Space; Academic Computer Labs; Course Scheduling	<b>Communication/ Image</b> Academic Communicator; Web Advisory Council (WAC) AA Web pages; AA Support (Web); Strategic Web Advisory Team (SWAT); Web Executive Committee	<b>Assessment of Instruction</b> Faculty Annual Review; Faculty Post-tenure Review; Student Assessment of Instruction	<b>Undergraduate Research</b> Summer Scholars Program; UR Faculty Mentoring; NCUR; UCUR; Student Presentations; Annual Showcase; Undergraduate Course Designations	<b>Regional Economic Development</b> Career & Technical Education; MATC Liaison; Commissioner Liaison; Short-term Intensive Training (STIT); Economic Development Committees	<b>Curricular Engagement</b> Internship Coordination; Service Learning; Engaged-learning Curricular Planning; Applied Capstone courses
<b>Faculty Senate Liaison</b>	<b>Academic Policy</b> Tracking; Needs Analysis; Facilitation; Summer Policy Task Force	<b>Operational Data Report Development</b>	<b>Faculty Development</b> Faculty Center for Teaching Excellence; Training on IT Tools; New Faculty Orientation; Adjunct Faculty Training; Department Chair Training & Handbooks	<b>Graduate Research</b>	<b>Community Education</b> Conferences and Workshops; Command Spanish; Short-term Training; Elder Quest; Adult Schools-to-Careers	<b>Graduate Programs</b> Coordination; Planning; Graduate Committee; National & International Graduate Scholarships (i.e. Kent, Marshall, etc.)
			<b>HR Liaison</b> Organization Review; Salary Setting; Position Requests; Job Slotting	<b>Intellectual Property and Technology Transfer</b>		<b>Student Success &amp; Retention</b> (Dual Report) Title III coordination, Academic FYE
			<b>Faculty Convocation</b>			
			<b>Academic Leadership Academy</b>			

