

**UCI Math Department
2021-22**

Undergraduate Vice Chair - Curriculum and Planning

General Description: Oversees the undergraduate mathematics curriculum, including the minor, specializations/concentrations, and honors program. Ensures the quality of undergraduate instruction, including training and setting general instructional/pedagogical policies.

Responsibilities:

Curriculum & Course Design

- Oversees the undergraduate Math curriculum
- Oversees new course proposals and course modifications
- Coordinates the Calculus (Math 2AB & Math 5AB) courses
- Textbook Coordination
- Special Enrollment Requests
- Articulation Requests for Courses between Campuses
- Special Enrollment Requests
- Coordinates the specialization/concentration advisors
- Chair Undergraduate Education Committee

Instructor Quality & Training

- Fall Orientation for Instructor
- Grad Teaching Seminar in Fall (joint with VC-Grad)
- Reviews Course Evaluations; intervenes if necessary
- Fields questions from instructors
- Reports to department on change in instructional policies
- Fields Questions/Concerns from Students about Instructor/TA issues
- Serves as STAP mentor

Undergraduate Vice Chair - Engagement and Advising

General Description: Oversees the undergraduate student experience, including advising. Connects undergraduate math majors with research and teaching opportunities.

Responsibilities:

Student Engagement

- Serves as Instructor of Math 99 (Intro to math Major seminar)
- Fielding and Responding to Student Issues
- Hosts Town Halls and other Forums

- Enhance interaction between students and senate faculty members
- Communicating regularly with Undergraduate Students

Student Advising

- Chair Undergraduate Advising Committee
- Welcome Week Presentation
- Sophomore Advising
- Junior Advising
- Honor Advising

Student Opportunities:

- Graduate School Advising
- Math REU panel
- Math 199 coordination
- Hires undergraduate graders

Joint Responsibilities (Shared by VCs):

- Soliciting Course preferences (works with VC-Grad)
- Establishing Course schedule (works with VC-Grad)
- Opens/Closes New Sections
- Chair Merit Review/Promotion Committees for Teaching Prof and Continuing Lecturers
- Solicit & set schedule for Sum Sesh 1 and 2
- Resolve Sum Sesh 1 and 2 issues
- Set Admission Targets
- Reorganize/Optimize the Undergraduate Math Webpages

Curriculum & Degree Requirements

- Oversee creation of new courses
- Oversee modification to degree requirements
- Calculus coordination
- Textbook coordination
- Handle special enrollment request (HS students in UG/grad courses, UGs in grad courses, articulation for transfer students)

Teaching Assignments for Faculty

- Soliciting Course Preferences
- Scheduling faculty Teaching Assignments
- Decisions about opening/closing new sections
- Field Questions from Instructors
- New Instructor Training in Fall
- Review faculty teaching evaluations at the end of each quarter. Interventions, if needed. (Make sure issues with new instructors are fixed early.)

Undergraduate Student Engagement

- Meet a professor day (RH 276)
- Fielding and resolving student issues
- Communicating weekly with mathematics undergraduate students
- Running Math 99 (Intro to Math Major) seminar
- Organize UG events (e.g., career panels)
- Welcome Week
- Math department website for undergraduate education
- Coordination of Math 199 courses

Grad TAs and Undergrad Graders/LAs

- Running Math Grad Seminar in Fall quarters (Math 298A) with grad VC
- Coordinating Undergraduate Graders
- Assist Kate in scheduling TA Assignments
- Review TA teaching evaluations at the end of each quarter. Interventions, if needed
- Help resolve conflicts (TAs/students; TAs/instructors)

Advising

- Sophomore advising
- Junior advising
- Coordinating specialization/concentration advising
- Graduate School Advising
- Honor Advising

Committee Chair Positions

- Undergraduate Education
- Undergraduate Advising

- Faculty merit / promotion committees for teaching faculty / instructors

Summer session

- Oversee summer session 1 and summer session 2

Program review

- Student success?
- Student satisfaction?
- Evaluation of new courses?
- Evaluation of online/hybrid courses?
- Accreditation?
- Review scheduling (overlap of courses mandatory for majors, active learning classrooms, no faculty courses on W @ 4pm)
- Set admission targets (with chair and dean's office)