Position Descriptions

1. **Department Liaison** – The department liaison will be the point of contact between the mathematics department and the Office of Instruction and other departments or organizations. The liaison will receive and appropriately distribute all communications to faculty and staff. As needed, the liaison will draft and send necessary communications to the Office of Instruction and other departments or organizations. The liaison will attend all department chairs’ meetings, take notes, and report back to the department. In any instance where the liaison cannot attend a required meeting, the liaison will work with the department to select a designee. The department liaison will work with the adjunct coordinator and the course scheduler/course assignment coordinator to hire new full- and part- time faculty members, review transcripts of new fulltime faculty and determine qualifications to teach. The department liaison will also serve in the supervisory role for the department secretary and complete any evaluations as required. The department liaison, in consultation with the department members and the Office of Instruction, will establish an annual departmental budget.

2. **Student Support Manager** – The student support manager will serve as the point of contact for students who have concerns or complaints. The manager will receive communications and/or meet with students, document the concerns, work with all involved to successfully resolve the conflict, and as needed, guide the student through the Student Concern process. The Student Support Manager will also follow up with the student, faculty, and Office of Instruction as needed.

3. **Departmental Consent Manager** – The departmental consent manager will be the point of contact for students requesting a course or pre-requisite override. The consent manager will review transcripts and/or provide students an opportunity to demonstrate their pre-requisite knowledge required to enroll in the requested course. Upon successful demonstration of pre-requisite knowledge, the consent manager will work with the Office of Instruction to ensure the student is appropriately enrolled.

4. **Course Substitutions Coordinator** – The course substitutions coordinator will receive all requests for a substitute teacher, send requests out to faculty, receive responses, and assign substitutes according to department policy and union contracts.

5. **Course Scheduler & Course Assignment Coordinator** – The course scheduler and course assignment coordinator will be responsible for creating initial course schedules for Fall, Spring, and Summer semesters. The coordinator will work with the Office of Instruction to review enrollment data, determine student need, and appropriately assign course sections and times. The coordinator will initiate full-time faculty selection of courses and will be responsible for assigning remaining courses to adjunct faculty. The coordinator will review contingent assignment forms and seniority lists to create course offerings. The coordinator will communicate course offerings to adjunct faculty and make amendments as necessary. The coordinator will also work with the Office of Instruction in cases where sections need to be added to the schedule or where cancellations are necessary to ensure all sections are covered and all affected faculty are informed and accommodated as possible. The coordinator will ensure that all course schedules and assignments are communicated to the Office of Instruction and department secretary. The coordinator will also work with the department liaison hire new fulltime faculty members, review transcripts of new fulltime faculty and determine qualifications to teach.

6. **Adjunct Coordinator** – The adjunct coordinator will be the point of contact for all adjunct faculty and fulfill the duties of the position as defined by the Office of Instruction. The adjunct coordinator will also work with the department liaison and course scheduler/course assignment manager to hire part- time faculty members, review transcripts of new adjunct faculty and determine qualifications to teach.
7. **Technology Integration Specialist and Online Faculty Supporter** - The technology integration specialist and online faculty supporter will be the point of contact for faculty with BSP concerns, will review course shells and provide/facilitate updates, provide faculty support/resources to integrate MyMathLab/WebAssign into BSP, review and evaluate OERs for adoption by the department, represent the department as part of any online committees, serve as the bookstore liaison to input all departmental textbook selections for courses for which full-time faculty have not assigned text selections, and be the point of contact for the bookstore and publisher representatives.