

RAMAPO COLLEGE OF NEW JERSEY
POSITION DESCRIPTION

TITLE: CONVENER

INCUMBENT:

UNIT/DIVISION: School name/Academic Affairs

DATE:

JOB SUMMARY:

The convening group is the primary academic and curricular unit at Ramapo, functioning in lieu of the traditional department. A convening group is comprised of faculty teaching in the particular major, minor, or program, and reports to the Dean of its primary school. Some convening groups are disciplinary while others are multi- or interdisciplinary. Faculty may be from one school or from several.

TERMS OF SERVICE:

The Convener serves for annual renewable terms. Additional terms are possible upon consultation with the convening group and approval by the Dean. S/he is chosen by the members of the convening group from among the full-time faculty and is approved by the Dean of the School. In the event that the Dean does not accept the recommendation for Convener, s/he will provide the convening group and the Provost with an explanation of the decision.

DUTIES

1. Foster and promote effective collaborative decision-making of the convening group, particularly in curricular and personnel matters, through chairing regular convening group meetings, as well as through individual and small group consultations as needed.
2. Coordinate the development of the curriculum, student learning outcomes, and course reviews and approvals. Because the convening group's primary responsibility is to deliver and assess a curriculum of quality in the faculty's areas of expertise, the Convener is responsible for ensuring that the major, minor, or program requirements are clear and coherent, that regular assessment of the curriculum is in place, that general education courses as well as those for the majors and minors are regularly reviewed and updated, and that all new courses are closely reviewed and approved by the convening group before being submitted for Unit review and review by ARC.
3. Coordinate the Five Year Program Review Process in accordance with guidelines promulgated by the Office of the Provost.
4. Work closely with the Dean, other convening groups, and individuals to coordinate and establish the class schedule.
5. Facilitate, with the support and clerical assistance of the Unit Secretary, the placing of book orders and the ordering of desk copies for all courses taught by adjunct faculty.
6. Coordinate the convening group's contribution to the recruiting and public relations efforts of the college by working closely with the Office of Admissions and the Office of Public Relations

7. Coordinate student advisement. Advising students is a shared responsibility of the entire convening group. The Convener is responsible for coordinating the process, keeping the convening group advised of policies and procedures concerning students within the program, and acting as an initial arbitrator in cases where problems or disagreements arise.
8. Oversee the process of final graduation audits and orchestrate with the Advisement Center regarding graduation requirements.
9. Interface with the Cahill Center regarding graduate and career assessment and experiential learning and post-graduation placements.
10. Work closely with transfer students, particularly at transfer orientations, to evaluate their transfer courses within the major, minor, or program. The Convener is also responsible for working with the Associate Vice President for Enrollment Management and the Admissions Office to review courses offered at community colleges as part of the transfer and articulation processes.
11. Work with the Dean in establishing search committees for hiring full-time faculty. The Convener, with the approval of the Dean, also has a central role in the hiring and scheduling of adjunct faculty.
12. Help orient new full-time and adjunct faculty. The Convener will provide new faculty with information packets containing sample syllabi for the course(s) they are teaching and other helpful materials such as sample assessments and student assignments, as well as Unit and College policies.
13. Ensure that timely, fair, and professionally responsible reviews, observations, and evaluations of teaching and recommendations for individual faculty members are submitted to the appropriate Unit and all-College personnel committees.
14. Take recommendations to the Deans regarding resource needs of the program and its faculty in mounting the program.
15. Collaborate with the Dean to coordinate the convening group's contributions to the intellectual and cultural life of the campus and the larger community.

REQUIREMENTS

The Convener, who must be a member of the convening group, is chosen by the members of the convening group from among the full-time faculty and is approved by the Dean. The Convener must be from the school which offers the major, minor, or program.

Approved 16 April 2007