

University Programs Roles and Responsibilities

Director: (reports to president of WCUMSS)

- chair the academic advisory committee and appoint its members
- appoint instructors
- approve budgets for UP and courses
- communicate emergency information to UPC

Academic Advisory Committee: (reports to president of WCUMSS)

- suggest new courses and instructors
- provide advice and direction to the director and UPC
- approve courses for the following calendar year

UP Coordinator: (reports to president of WCUMSS)

- secretary to the academic advisory committee
- prepare and manage annual UP budget
- secure annual DFO collection permit for UP
- secure annual CWS salvage permit for BMSC
- advertise positions for instructors and TA
- schedule summer and fall program
- promote summer and fall programs
- prepare all UP communication documents, brochures etc.
- secure funding for summer assistants and work study students
- hire and supervise assistants and summer work study students
- hire and supervise TAs, with assistance from instructors
- coordinate communication with students, instructors and TAs
- process student application
- select students
- allocate scholarships with assistance from the director
- create and manage class lists with assistance from instructors
- procure equipment and supplies for UP
- maintain space, equipment and supplies for UP
- allocate space, equipment and supplies to courses in cooperation with the coordinators of research and public education
- schedule and coordinate first week activities for each course
- coordinate summer and fall seminar series
- coordinate communication with member universities (calendars, course descriptions/codes, student registration, grades)
- manage UP records including evaluations and statistics
- communicate emergency information to instructors and TAs

Instructors: (report to director)

- write course descriptions,
- select course text
- determine course prerequisites and requirements for TAs
- select TAs
- determine course requirements for space, equipment and supplies
- create course syllabus and grading scheme
- complete AUP form for course

- schedule, invite and host guest speakers, in cooperation with UPC
- review safety procedures for lab and field with students
- teach course
- grade students
- communicate emergency information to students

Teaching Assistants: (report to UP Coordinator)

- support the instructor as requested
- manage equipment and supplies (sign out, maintain, and return)
- submit 'Meal Request' forms to the kitchen for field trips
- manage clean-up of lab and class-room space
- other duties as required