

Responsibilities of Spanish Division Coordinator (Approved Oct. 29, 2004)

- Overlook the general well-being of the Spanish Program.
- Serve as executor of Spanish Division decisions and represent the Division vis-à-vis other academic units.
- Receive any suggestions and/or concerns presented by the faculty of the Spanish Division and introduce these to the Division at the divisional meetings.
- Schedule regular meetings of the Spanish Division.
- Overlook the articulation of the Spanish Program.
- Prepare the semester schedule of both the undergraduate and graduate courses and, when relevant, in coordination with the level coordinators; present the schedule to the Chair.
- Insure the smooth rotation of the summer schedule.
- Prepare orientation sessions for all new parttime and fulltime faculty.
- Maintain contact during the summer and respond to urgent inquiries related to the Spanish Division.
- Submit and defend undergraduate courses to the Curriculum Committee.
- Serve as the link between students, coordinator and the Chair.
- Hire adjuncts.

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