

Department of Geosciences
Administrative Activities Review (AAR)
7/25/2018

- I. Basic Facts and Description of the Administrative Unit
- a. **Mission:** The administrative staff of the Department of Geosciences supports students and faculties in undergraduate and graduate (MS) programs in Geology, Environmental Science, Earth Science and Geographical Information Systems (GIS) as well as General Education courses in the areas of Geography and Geology. They also direct a graduate certificate in Geographical Information Systems and house the Center for Environmental Studies that manages undergraduate and graduate certificates in Environmental Studies.
- Goals:** The staff supports short- and long-term goals related to serving students as they work toward their degrees and certificates.
- b. **Services:** The administrative components of the department of Geosciences consist of a Chair and one administrative assistant. A full time faculty member is assigned administrative load as Director of the Center for Environmental Studies. Another full time faculty member is assigned administrative load as an instrument technician to service, operate and manage research and teaching instruments used by faculties, students and industry.
1. The AY17-18 work effort of the Chair is evenly split between Associate Dean and Chair duties. The Chair meets periodically with all full time faculty members in the department to discuss work performance, future individual and collective goals and to discuss personal issues as they arise. The Chair also include addresses student complaints, meets with donors, answers inquiries from parents, responds to media requests, manages workload and attends to other administrative matters related to the unit.
 2. Work effort for the administrative assistant is approximately 60% clerical (e.g. PeopleSoft reports, scheduling, PAFs, communications, budget, newsletter preparation, TAAR preparation, PO processing), 10% faculty research support (e.g. grant processing,) and 30% direct student support (e.g. course scheduling, degree audits, managing student communications with faculty).
- **Critical Partners:** The department of Geoscience works most closely with Biology. There is no overlap in services.

- **Customers:** The Chair and Administrative Assistant support six TT, five NTT and an average of seven part-time faculties per semester. In addition, they perform administrative tasks associated with approximately 125 majors.
- **Key Performance Analysis:** Based on the fall 2016 data provided by the Program Review Committee, the Chair and Administrative Assistant supported the scheduling and completion of ~5800 student credit hours (SCH). Degree production is listed below.

IR Data	AY 12-13	AY 13-14	AY 14-15	AY 15-16	AY 16-17
UG Degrees	12	27	31	33	41
Masters Degrees	14	15	13	22	20

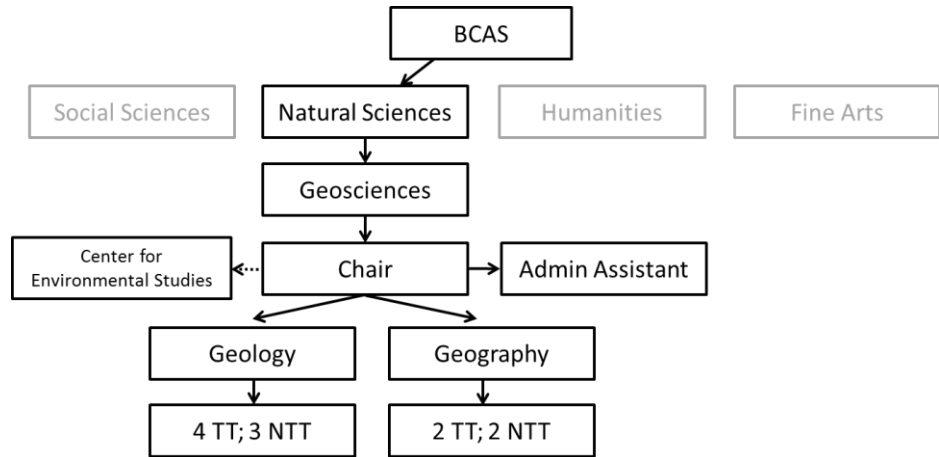
- **Brief Assessment.** Loss of graduate student TA funding has halved the number of lecture- and lab-based majors and General Education courses the department will be able to offer in the future.
3. The Director of the Center for Environmental Science is assigned 3 load hours per year to manage the center. The Director meets with prospective students interested in pursuing a certificate, advises and approves enrolled students and manages curricular issues.

IR Data	AY 12-13	AY 13-14	AY 14-15	AY 15-16	AY 16-17
Env. Studies Cert.	2	8	8	8	6

4. The instrument technician is assigned 6 load hours per year. See the resources section for a list of instruments he operates and maintains.

c. **Resources:**

- **Personnel:** The Department of Geosciences falls under the Natural Sciences Division of the Buchtel College of Arts and Sciences. In the past, the department had 24 teaching assistants that taught students in hands-on labs, assisted with grading, staffed computer labs, assisted with field trips and undergraduate research and conducted research with faculty in the department. Due to the loss of TA funding, the Department will be down to five TAs in fall 2018 and two in spring 2019.



- Financials: Major categories of expenditures are listed below. In FY17, the chair salary consisted only of a stipend paid to an Interim Chair. A permanent chair was appointed in November of 2017. The FY18 Chair expenditures included the partial stipends for the previous Interim Chair and the stipend and part-time salary of the current Chair.

	FY14	FY15	FY16	FY17	FY18
Chair*	\$ 140,000	\$ 140,000	\$ 140,000	\$ 8,000	\$ 72,500
Administrative Asst.	\$ 36,801	\$ 35,867	\$ 38,920	\$ 39,040	\$ 39,039
Operating	\$ 44,631	\$ 42,591	\$ 32,718	\$ 27,244	\$ 29,637
Director Env. Studies*	\$ 12,500	\$ 12,750	\$ 13,005	\$ 13,265	\$ 13,530
Center Env. Studies Operating	\$ 8,350	\$ 5,355	\$ 6,528	\$ 6,571	\$ 4,101
Instrument Technician*	\$ 10,500	\$ 10,710	\$ 10,924	\$ 11,143	\$ 11,366
* Estimate not incl fringes					

- Equipment and Technology: That department technician operates an Environmental Scanning Electron Microscope that is used by a wide range of science faculty on campus, by students and by external businesses. He also operates an environmental magnetics lab, x-ray diffractions system, a cathode luminoscope, an inductively coupled plasma spectrometer (ICP), an atomic absorption spectrometer (AA), and two chromatographs.
- Space – The Chair and Administrative Assistant each occupy one office in Crouse Hall.

II. Future Plans

- Potential Changes:** Department faculties envision multiple opportunities to grow enrollments and increase overall retention and persistence for UA.
- Trends:** Bureau of Labor Statistics that indicate there is a shortage of Geoscience professionals that will lead to above average job growth in the next decade. Demand for our degrees will remain strong.