

Chief Departmental Advisor – Undergraduate Education

A. Introduction

The Chief Departmental Advisor (CDA) serves as the departmental lead in providing mentorship to majors and minors and working with the faculty to ensure text are current on University policies and procedures. The CDA assists the department chair in additional activities related to curriculum, registration, retention and progression initiatives, and other related areas.

B. Appointment

1. CDAs are appointed by the chair or dean with the approval of the appropriate executive vice president, depending on where the program is housed.
2. The length of the appointment is three years. Additional three-year appointments are based on satisfactory annual performance evaluations. There is no limit to the number of three-year appointments for a CDA.
3. The CDA and the chair or dean shall develop a clear written job description to include the expectations, duties, and responsibilities for both parties, a plan for regular consultation, the compensation plan, and criteria for the annual evaluation.
4. The expectation is that the CDA should be a full-time faculty member from the program or department in which the program is located. In instances where it is necessary or desired to appoint a CDA who is not a faculty member, the appointment must be approved by the dean or provost and executive vice president for academic affairs.
5. The CDA for programs located within a single department will be appointed by the department chair after consultation with the other full-time faculty in the program and with the approval of the academic dean in whose college/school the program is offered.
6. In the case of multidisciplinary programs within colleges/schools, the CDA will be appointed by the dean of the college/school, who has administrative responsibility for the program in consultation with the deans of other colleges/schools.
7. In the case of multidisciplinary programs that involve more than one college/school, the CDA will be appointed by the provost and executive vice president for academic affairs or designee after consultation with the chairs and deans of the participating departments and colleges/schools.
8. The Office of Academic Affairs will be provided with a copy of the appointment letter and agreement signed by all appropriate persons for review and record purposes.

C. Duties and Responsibilities

The duties of the CDA depend upon several factors and will be determined by the administrator making the appointment. CDA responsibilities as outlined below should be continued during summer months where applicable and resourced through stipends. Baseline duties that are considered areas of responsibility for the CDA are as follows:

Mentoring and Advising: assist students with setting academic and career goals in connection to

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Note: Janice Hawkins reviewed this to make sure it is compatible with the new advising structure.

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their plan of study, assist with student requests for exemptions to degree requirements and waivers, and consult with the [Office of the University Registrar's](#) graduation clearance designee when student issues arise.

Problem Resolution: assist students by referring them to resources for resolution to academic policy and procedural issues that may occur.

Recruiting: serve as the point of contact for the school/department for recruiting and admissions events. Work with the appropriate offices to assist undeclared students as needed.

Point of Contact: serve as the point of contact for students with a declared major or minor within the college/school/department. Ensure curricular changes and programmatic updates are communicated to the director of advising.

Continuance and Assessment: work with representatives from the department, college/school, institutional effectiveness, and academic success to monitor students' academic progress, develop remediation strategies, and assess outcomes in the major, minor, or college/school.

Coordination of Departmental Academic Support Services: serve as the lead in providing or promoting academic support services to majors and minors, working with the faculty to ensure everyone is current on university policies and procedures, in consultation with the associate dean and the director of advising for the college. Assist/conduct training, provide support, and periodically review student support services within the program. Keep abreast of the use of emerging new technologies in advising and training others in the program on this technology.

Transfer Course Management: Serve as program contact for reviewing whether courses transfer to ODU (unless otherwise provided by the chair or undergraduate program director).

D. Release Time and Compensation

1. The amount of release time and other compensation, such as a summer stipend, will vary with the size and scope of the program and the duties established in section C above. Summer stipends are expected for CDAs who continue their responsibilities in the summer. This stipend will be paid by Academic Affairs or the Office of the Executive Vice President for Health Sciences, as appropriate.
2. A CDA is normally provided with release time for this function. Unless there are exceptional circumstances, academic year stipends (if provided) should be alternatives to course releases, not granted in addition to course release. However, chairs or undergraduate program directors functioning as the CDA might be offered a stipend instead of an additional course release.
3. Course releases should ordinarily be three credit hours per year if the annual FTEs are under 200, with a recommended six credit hours per year if the total FTEs are higher. If an exception is needed, such as a CDA for a beginning program, exceptionally large programs, or when there are other complexities, the dean can apply to the provost and vice president for academic affairs for the exception.

E. Evaluation and Performance

1. Written performance evaluations are expected as part of the regular annual evaluations.

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The performance evaluation must be based on the criteria set and agreed to by the appointing person.

2. The evaluation is usually completed by the person to whom the CDA reports to in this capacity.

Approved by the president
March 3, 2018

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Recommend deleting this as we move to centralized model, we are aiming for more standardization. This would not mean that deans/chairs/units aren't able to adapt to meet their specific needs but just prefer to remove this language

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the word 'everyone' is too broad.

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Should this be a 3 year term that's annually renewable? Annual renewal is a hassle but so is a person who's not consistently performing.

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In practice the dept chair can change the CDA anytime. There should be an annual appointment memo that lays out any teaching release or stipend.

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Does the CDA also work with undeclared majors or potential students to complement/support admissions/recruitment processes?

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Gail will follow up with Janice

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[Mention was removed] I would like to add the following to the list of CDA duties:
"Recruiting: serve as the POC for the school/department for recruiting and admissions events. Work with advising staff to assist undeclared students as needed.

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Based on recommendations from NISS, we are moving to a standardized major/minor declaration process (including changing majors), so we recommend revising this bullet to point of contact

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We agree that the new wording is good.

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Please feel free to revise. Our objective was to engage CDAs beyond monitoring

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We agree with wording.

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