

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 in 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 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 fulltime 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. C

nts are clear and coherent, that regular assessment of the curriculum is in place, that courses as well as those for the majors and minors are regularly reviewed and updated,

7. Coordinate student advisement. Advising students is a shared responsibility of