

Discipline Area Coordinator (DAC) Position Description

Discipline Area Coordinators (DACs) provide academic leadership by convening faculty members in each discipline (currently: accounting, finance, management, marketing, and innovation) to:

- discuss and evaluate curricular issues, and propose curriculum changes
- plan academic and student affairs, including participation in recruitment and student development events
- make scheduling recommendations for discipline-specific classes
- meet with students or practicing professionals
- coordinate assessment measures and recommendations for curriculum adjustments
- identify adjunct faculty qualified to contribute to scheduling needs
- other areas, at the request of the Dean(s) of the Maine Business School.

DACs work with faculty in their discipline to:

- recommend class schedules
- propose curriculum changes
- create content for marketing materials for the major
- participate in recruitment and student development events
- coordinate assessment of learning
- provide input for MBS strategic plans

DACs serve as an informal leader, a colleague, peer among peers, of the faculty and as an advocate for the discipline from a perspective of the overall best interests of the MBS and UMaine.

DACs will serve on the Executive Committee of the MBS and communicate faculty views to the Dean(s), AoL, and curriculum committees. DACs and the Dean(s) may meet monthly, or more. DACs will seek input from faculty about curriculum, Assurance of Learning, and scheduling issues and collaborate with other DACs to propose improvements to operations and procedures. It is expected that the DAC duties would not require a significant amount of time and would not involve evaluation of faculty. The DAC may be part of discussions to revise criteria for annual evaluations or for tenure and reappointment but would not be providing an evaluative letter in those processes. DACs are not department chairs. In general, DACs serve for a term of two years. DACs may be reappointed for an additional term(s), per recommendation from the faculty and approval of the Dean(s) but should not serve more than two terms. The idea is to rotate the role throughout the faculty over time.