

Department of Psychology (and Child and Family Development)
Administrative Activities Review (AAR)
9/27/2018

I. Basic Facts and Description of the Administrative Unit

a. **Mission:** The administrative staff of the Department of Psychology supports students and faculty members in undergraduate and graduate programs in Psychology. Our graduate programs include an MA in Industrial/Organizational (I/O) Psychology and 3 separate PhD programs (I/O, Counseling, and Adult Development and Aging (ADA). They also provide some support to the Institute for Lifespan Development and Gerontology.

- **CFD:** They also provide the support for the Child and Family Development (CFD) department. Information regarding administrative support for CFD is presented throughout this document and labeled as such.

Goals: The staff supports short- and long-term goals related to serving students as they work toward their degrees.

b. **Services:** The administrative component of the department of Psychology consists of a Chair and two administrative assistants (AA). A full time faculty member is paid a small stipend as Associate Chair and Director of Undergraduate Programs. Another full time faculty member has traditionally been assigned administrative load as the Director of the Center for Organizational Research (COR). However, this faculty member has taken the TARP and directing the COR has become part of his TARP responsibilities.

- **CFD:** A TT faculty member in CFD receives a 2-course administrative load for being the Program Director. Another TT faculty member gets a 1-course administrative load for being the Director of the Center for Family Studies.

1. The AY17-18 work effort of the Chair is split between serving as the Chair of Psychology and the Interim Chair of Child and Family Development. The Chair meets periodically with all full time faculty members in the Psychology department to discuss work performance, scheduling, future individual and collective goals, and to discuss personal issues as they arise. The Chair also 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. Finally,

the chair teaches classes and is an active researcher and thesis and dissertation advisor in the I/O program.

- **CFD:** The chair has similar administrative duties for CFD.
- Work effort for the administrative assistants is somewhat organized by program in that one AA handles the majority of the tasks associated with the undergraduate program and the other AA handles the tasks associated with the graduate programs. This isn't a rigid assignment of duties as they each handle other tasks in the other programs and team up to do some work. I would estimate that approximately 60% of their work is clerical (e.g. PeopleSoft reports, scheduling, PAFs, communications, budget, TAARs 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).
 - **CFD:** Most of the administrative work of the administrative assistants revolves around processes for part-time hiring and scheduling. Of course, they do some clerical work and work with students in terms of registration and other support.
- **Critical Partners:** The department of Psychology works most closely with the Graduate School given the size and number of our graduate programs. There is no overlap in services with any other units.
- **Customers:** The Chair and Administrative Assistants support 17 TT faculty, 2 TARP faculty (which ends after the 18-19 AY) a couple of part-time instructors, about 90 doctoral students, 10-20 MA students, and 500-600 undergraduate majors.
 - **CFD:** Administrative support is for 3 TT faculty and 1 NTT, a small number of MA students, and between 100 and 150 undergraduate majors. There are also certificates and workshops that are supported by the administration.
- **Key Performance Analysis:** Psychology has averaged over 19,000 SCHs, 122 undergraduate degrees, 16 master's degrees, and 10 doctoral degrees per year for the last 5 years. Degree production for Psychology is listed below.

IR Data	AY 12-13	AY 13-14	AY 14-15	AY 15-16	AY 16-17
UG Degrees	122	121	114	142	111
Masters Degrees	16	13	17	18	16
PhD Degrees	12	12	8	5	13

- **CFD:** Because this unit is so new, past data is not readily available and the numbers are hard to isolate, but it appears that there are between 30-45 students per year who graduate with a BA in CFD and 15-20 who graduate with a certificate.
- **Brief Assessment.** We have chosen to redefine our MA in I/O Psychology as a self-paying, revenue-generating professional MA program. We are 3 years into this and we think it can be successful.
 - **CFD:** Moving the MA degree to completely on-line is in process and should be done very soon. There is expected to be considerable demand for this program.

c. **Resources:**

- **Personnel:** The Department of Psychology falls under the Social Sciences Division of the Buchtel College of Arts and Sciences. In the past, the department was as large as 22 TT faculty, but with retirements and relocations without replacement the department is actually in a precarious spot serving many students at various levels and being stretched beyond capacities. We continue to attract outstanding doctoral students and graduate them at an incredibly high rate. However, we are incredibly under sourced in terms of GA stipends. Our stipend level is not remotely competitive with our benchmark programs and we are finding that we are losing more students because the financial resources we provide students are simply not competitive. For instance, the \$12,500 stipend provide to I/O students is \$3,000-5,000 below our competitors who also provide more support for travel to conferences and health insurance.
 - **CFD:** This new unit is very resource lean and just lost an NTT faculty member that needs to be replaced. The unit relies too much on PT instructors and is finding it very hard to find qualified individuals to staff classes.
- **Financials:** In FY18, the chair salary was \$146,760, the administrative assistants' salaries were \$27,788 and \$42,328.
 - **CFD:** The salaries for the Chair and administrative assistants are (I believe) charged to Psychology. The Chair receives a stipend for his role as interim chair of CFD (\$5,000). The CFD Program Director gets a stipend in the summer (3 credits, under \$6,000) for running the CFD program.

- **Equipment and Technology:** We don't have great equipment needs. We have a 24 station computer lab that is maintained by IT and the BCAS (Don Welch). We also have a plotter that we use a great deal for conference posters presented at conferences across the country.
- **Space** – The Chair has one office and the administrative assistants share a nice office space within our main office. We also have another office used by our Psychology Advisors (Counseling doctoral students under the supervision of the Director of Undergraduate Programs).

II. Future Plans

- a. **Potential Changes:** Department faculty members envision multiple opportunities to grow enrollments and increase overall retention and persistence for UA. We'd like to stabilize our MA in I/O at about 7-10 students per year. We also have considered adding a 4+1 track to this degree, but are waiting until ODHE makes some rulings on the nature of these accelerated programs.
 - **CFD:** There is anticipated growth in the new on-line MA degree. There has been a considerable delay in getting this up and running because of the lag that is part of the Curriculum Review process. The faculty have worked really hard to get all of the curriculum changes in the system and have been waiting for them to work through the process. A 3+2 or 4+1 is a possibility as students may find getting their BA/MA in 5 years an attractive alternative with the MA portion being completely on-line.
- b. **Trends:** DOL projects, for psychologists, continued growth and faster than average for all careers through 2024. In particular, Industrial/Organizational Psychologist was projected to be the fastest growing job in the country for the next 10 years by the DOL (Occupational Outlook Handbook) in 2017 and it is now rated as the #2 Best Science job and the 19th Best STEM job by US News (2018).
 - **CFD:** Although the DOL does not list specific employment data for "child development specialist" it does provide some related data. For instance, it predicts that growth in the child care area is expected to be about 7% in the next ten years which is about average; predicted growth of 12% in the broad category of "health educators" which is much faster than average; predicted growth for "social workers" is 16% in the next ten years which is much faster than average.