



Faculty for Undergraduate Neuroscience

Committee on Education

PROGRAM and DEPARTMENT CONSULTATIONS SERVICE

A. DESCRIPTION

The Program and Department Consultations Service (PDCS) is a service offered to undergraduate programs and departments through the FUN Committee on Education. Developed in response to an increasing need for evaluations, the consultation service provides undergraduate neuroscience programs and departments with a list of qualified consultants who will provide feedback that will enable them to improve their programs.

B. PURPOSE

The PDCS maintains a database of faculty consultants with expertise in a broad range of areas. Specific areas include (but are not limited to): curriculum (evaluation, development, designing/improving special programs or courses, research experiences or honors); faculty (writing grant proposals, developing funding sources, writing for publication, promoting professional development/mentoring, enhancing/evaluating teacher effectiveness); advising (student advising for career planning, graduate school preparation, changing enrollments, minority recruitment and retention); research facilities (designing neuroscience labs, designing teaching facilities, laboratory equipment and supplies, computer applications for courses, labs, or administration); departmental program evaluation (self-assessments, program evaluation, department evaluation).

C. PROCEDURE FOR REQUESTING CONSULTANTS

Programs and Departments may request a consultant by completing the packet of materials available from the Director of the PDCS. Requests for consultants will be matched with the expertise of available consultants and a minimum of three consultants will be recommended whenever possible. Programs and Departments are asked to pay for all travel expenses that may be incurred during a site visit, and encouraged to pay an honorarium (jointly determined by the department and the invited consultant). Programs/Departments with limited finances may request a reduced or waived honorarium which consultants are free to agree to, but are under no obligation to accept.

Program and Departmental Consultations Service

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D. Interested in Becoming a Consultant for PDCS?

Individuals wishing to become consultants should contact the PDCS Director/Chair of the Committee on Education for application materials. Completed applications are returned to the Director, who forwards them to the PDCS Subcommittee of the Committee on Education for screening. These materials are subsequently forwarded to the FUN Committee on Education for final review. Applicants should have expertise in a number of the areas listed under "Purpose" above. Experience as a program evaluator is also desirable.