

Department Leadership and Service Roles

Department of Philosophy & Religious Studies

Public-facing draft • Current assignments as of August 2026

The Department of Philosophy & Religious Studies distributes its administrative and service responsibilities among a number of standing faculty roles. The first table describes those roles, including their standard terms, typical eligibility, and principal responsibilities. The second table provides the current roster of assignments. Together, the tables are intended to help students, faculty, staff, and university partners identify the appropriate departmental contact while also providing a transparent account of the department's service structure. Role assignments are reviewed and updated annually.

Section structure. The Department Chair and Associate Chair ordinarily come from different sections and serve as de facto section heads for the section to which they belong. As much as is consistent with LSU Permanent Memoranda and Policy Statements, each section retains responsibility for discipline-specific matters such as hiring requests, search committees, curricula, promotion committees, and related tasks.

Table 1. Standing Roles, Terms, Eligibility, and Responsibilities

Note: “Typical eligibility” describes the department’s ordinary practice; university, college, and departmental policies govern where they impose more specific requirements.

Role	Standard Term & Typical Eligibility	Principal Responsibilities
Department Chair (DC)	Term: 3 years; no more than two consecutive terms under departmental bylaws. Typical eligibility: A Full Professor, consistent with HSS policy.	- Provides overall administrative leadership for the department and serves as de facto section head for the DC’s section. - Coordinates day-to-day administration, including meeting agendas, mandated reports and correspondence, approvals, course scheduling, and time-sensitive staffing or enrollment matters. - Supports faculty and staff, conducts annual evaluations and staff reviews, assists with conflict resolution, and works with departmental officers to keep advising, graduate studies, and other core functions running smoothly. - Leads or coordinates faculty and staff searches and plays a central role in promotion and tenure processes, working with committees and making recommendations to the Dean. - Coordinates student-facing matters with the DGS, DUGS, and other officers, including recruitment, advising, student-success concerns, and graduate teaching needs. - Oversees departmental budgets and resources, relevant foundation accounts, financial approvals, travel and resource requests, and compliance with university procedures. - Represents the department in meetings with HSS and LSU administration, participates in university governance and assessment, and helps align departmental work with university priorities. - Engages alumni and donors, represents the department publicly, develops external partnerships, and provides departmental oversight and support for the LSU Ethics Institute. - Coordinates hiring requests for the DC’s section and responds to facilities, equipment, visitor, staffing, and other issues requiring departmental leadership.
Associate Chair (AC)	Term: 3 years; consecutive terms may be served with DC’s endorsement. Typical eligibility: A Full Professor, Associate Professor, or advanced Assistant Professor; as a general rule, from the section not represented by DC. Any nomination of an AC should ordinarily proceed with the support of the faculty and the endorsement of DC. In extraordinary circumstances, DC may assign or reassign these duties as needed.	- Reports to and works closely with DC, coordinates much of the department’s internal service, and serves as de facto section head for AC’s section. - Assists with promotion and tenure committee formation and coordination and, when appropriate, chairs the promotion committee for a candidate in AC’s section. - Leads undergraduate degree-assessment work for the Philosophy major and Religious Studies concentration in coordination with the DUGS, Section Consultants, and Office of Institutional Effectiveness. - Coordinates annual departmental nominations for faculty awards and prepares nomination materials with input from faculty and nominees. - Works with Section Consultants, the HSS CAPPE representative, and faculty members on curricular proposals and related paperwork. - Helps faculty identify, invite, and coordinate outside speakers and works with departmental and university partners to support those visits. - Works with DC on regular junior-faculty mentoring concerning the promotion process, research progress, teaching, service, and professional development. - Assists with part-time faculty evaluation and advising, course scheduling, and the preparation of hiring requests for AC’s section.

Role	Standard Term & Typical Eligibility	Principal Responsibilities
Director of Graduate Studies (DGS)	Term: 2 years; consecutive terms may be served with DC's endorsement. Typical eligibility: A Full Professor, Associate Professor, or advanced Assistant Professor; as a general rule, a member of the Philosophy faculty.	- Coordinates departmental service related to the graduate program and reports to DC. - Responds to prospective students and leads graduate recruitment and retention initiatives. - Works with at least two other Philosophy faculty members on graduate admissions, including admissions decisions, GTA assignments, and ranking applicants not initially offered GTA support. - Advises prospective and current graduate students about applications, progress through the program, graduate teaching duties, and post-graduate plans. - Assigns GTAs to courses and coordinates assessment of GTA teaching. - Reviews and signs Graduate School forms related to degree audits, examinations, graduation, and course substitutions. - Coordinates graduate-program assessment, reviews appropriate waiver petitions, and works with staff and the DUGS on graduate awards. - Advises on graduate-course rotation and works with DC and AC on strategic initiatives for the graduate program.
Director of Undergraduate Studies (DUGS)	Term: 2 years; consecutive terms may be served with DC's endorsement. Typical eligibility: A Full Professor, Associate Professor, advanced Assistant Professor, or Senior Instructor.	- Coordinates undergraduate advising, recruitment, communication, and related service for both Philosophy and Religious Studies and reports to DC. - Performs or coordinates virtual and in-person advising, including guidance about degree progress, course selection, and post-graduation plans. - Works with departmental staff to maintain current contact information for majors and coordinates regular communication about advising, departmental events, course offerings, and opportunities. - Prepares semesterly course-description materials for Philosophy and Religious Studies offerings. - Reviews PACE and study-abroad requests and determines appropriate Philosophy or Religious Studies transfer credit when relevant. - Meets with HSS advisors to share information about departmental programs and opportunities and coordinates career programming for undergraduate students. - Attends or coordinates departmental participation in HSS and university recruiting events.
LSU Ethics Institute Director (EID)	Term: 2 years; consecutive terms may be served with DC's endorsement. Typical eligibility: A Full Professor, Associate Professor, or advanced Assistant Professor.	- Reports to DC and coordinates Ethics Institute events, activities, partnerships, and grant-related work across the department, HSS, and LSU. - Sets Institute priorities and may emphasize areas such as grant development, fundraising, undergraduate research, curricular initiatives, and interdisciplinary partnerships. - Responds to faculty and university units seeking assistance with ethics-related curricular needs. - Builds relationships with deans, chairs, program directors, centers, and research groups and develops collaborative proposals and projects. - Partners with departments and programs to host outside speakers and public events. - May coach the Ethics Bowl team, including course-linked practices and participation in regional competition.
LSU Ethics Institute Associate Director	Term: 2 years; consecutive terms may be served with DC and EID's endorsement.	Supports EID as needed
Section Consultant - Philosophy	Term: 1 academic year; assignment reviewed annually. Typical eligibility: An advanced Associate Professor or Full Professor in Philosophy.	- Provides prompt, thoughtful degree- and discipline-specific advice to departmental officers, faculty, staff, and students as appropriate. - Serves as a source of institutional memory and disciplinary knowledge on Philosophy-specific questions.

Role	Standard Term & Typical Eligibility	Principal Responsibilities
Section Consultant - Religious Studies	Term: 1 academic year; assignment reviewed annually. Typical eligibility: An advanced Associate Professor or Full Professor in Religious Studies.	- Provides prompt, thoughtful degree- and discipline-specific advice to departmental officers, faculty, staff, and students as appropriate. - Serves as a source of institutional memory and disciplinary knowledge on Religious Studies-specific questions.
Department Representative - University Faculty Senate	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured faculty member.	- Attends monthly meetings of the University Faculty Senate and handles relevant correspondence. - Provides departmental faculty with brief reports on Senate actions and issues relevant to the department.
Department Representative - HSS Faculty Senate	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured faculty member.	- Attends meetings of the HSS Faculty Senate and handles relevant correspondence. - Provides departmental faculty with brief reports on college-level governance and issues relevant to the department.
Department Representative - HSS CAPPE Committee	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured faculty member.	- Attends HSS CAPPE Committee meetings and handles relevant correspondence. - Assists DC, AC, DUGS, DGS, and faculty members with curricular proposals and related paperwork.
Department Digital Communications Manager	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured faculty member with the ITS training and technical knowledge required for departmental website work.	- Maintains and updates the Department of Philosophy & Religious Studies website and the LSU Ethics Institute website. - Maintains departmental social-media accounts. - Maintains the departmental digital monitor in Coates Hall.
Transfer Evaluations and Scholarship Awards (REL)	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured Religious Studies faculty member.	- Responds to Religious Studies transfer-evaluation requests from the Transfer Evaluation Service (TES). - Advertises Religious Studies undergraduate scholarships, reviews applications, and coordinates with other Religious Studies faculty to determine award recipients and financial awards.
Transfer Evaluations and Scholarship Awards (PHIL)	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured Philosophy faculty member.	- Responds to Philosophy transfer-evaluation requests from the Transfer Evaluation Service (TES). - Advertises Philosophy undergraduate scholarships, reviews applications, and coordinates with other Philosophy faculty to determine award recipients and financial awards.
ARSS Faculty Advisor	Term: 1 academic year; assignment reviewed annually. Typical eligibility: Any tenure-track or tenured Religious Studies faculty member.	- Meets and coordinates with the leadership of the Association of Religious Studies Students (ARSS). - Supports ARSS events and activities, including scheduling, room reservations, refreshments, and related event logistics.

Table 2. Current Service Assignments

This roster records the current assignment, the standard term for the role, and the date the current appointment began. It should be updated annually.

Role	Standard Term	Current Faculty Member	Began Role
Department Chair	3 years	Jon Cogburn	2 nd term, August 2023
Associate Chair	3 years	Lauren Griffin	August 2026
Director of Graduate Studies	2 years	Mike Ardoline	August 2026
Director of Undergraduate Studies	2 years	Brad Storin	August 2026
LSU Ethics Institute Director	2 years	Anthony Kelley	August 2026
Section Consultant - Philosophy	1 academic year	Jeff Roland	August 2026
Section Consultant - Religious Studies	1 academic year	Delbert Burkett	August 2026
Department Representative - University Faculty Senate	1 academic year	Hannah Bacon	August 2026
Department Representative - HSS Faculty Senate	1 academic year	Mike Ardoline	August 2026
Department Representative - HSS CAPPE Committee	1 academic year	Lauren Griffin	August 2026
Department Digital Communications Manager	1 academic year	Brad Storin	August 2026
Transfer Evaluations and Scholarship Awards (REL)	1 academic year	Nick Tackes	August 2026
Transfer Evaluations and Scholarship Awards (PHIL)	1 academic year	Tyler Huismann	August 2026
ARSS Faculty Advisor	1 academic year	Brad Storin	August 2026

Ad Hoc Service

The Department Chair and Associate Chair coordinate with faculty members when additional service is required. This may include search committees, promotion and tenure committees, assistance with curricular paperwork and award nominations, program reviews, and committees associated with annual faculty evaluations. Assignments are made as needed in light of the task, relevant university policies, academic rank where applicable, and existing faculty service commitments.

Editorial Items to Confirm Before Publication

Remove this section before posting the page. Our reorganization overview also lists the LSU Ethics Institute Associate Director of Research and the Deborah Easy Eley Memorial Lecture, but the source document does not provide a current occupant, standard term, eligibility rule, or detailed responsibilities for those roles. Those entries should be completed or omitted before publication. The source roster also lists the PHIL 1000, PHIL 1021, and PHIL 2020 assessment reporters as TBD.