

College of Art and Design

Undergraduate Program Director | Role and Responsibilities

Below is a description of qualifications, duties, responsibilities, and terms of service for the College of Art and Design Undergraduate Program Directors. Each school may have amendments, additions, or omissions from this description based on the school's unique needs. These would be addressed in the Undergraduate Program Directors' plans of work. Undergraduate Program Directors are expected to be available during summer semester to carry out limited duties and responsibilities if necessary.

PREFERRED QUALIFICATIONS:

- Full time permanent (Tenured, Sr. or Principal Lecturer) faculty member within the school
- Terminal degree (PhD, MFA)
- 5-7 years teaching experience
- Curriculum development and management experience
- Demonstrated commitment to cultural diversity, pluralism, and individual differences

APPOINTMENT OF UNDERGRAD PROGRAM DIRECTOR:

- Full time faculty member within the school may self-nominate or be nominated
- Generally, an Undergraduate Program Director is determined by consensus of faculty in the primary discipline
- In the event a consensus is not obtainable the School Director recommends a faculty member as the Undergraduate Program Director
- In the event a faculty member from the program is not willing to serve, the School Director, in consultation with the Dean, recommends a faculty member as Undergraduate Program Director
- The School Director presents the recommendation for Undergraduate Program Director to the Dean for approval

COMPENSATION:

- Stipend per semester and summer add pay if appropriate
- Course release as appropriate
- Level of compensation and approval of course release will be based on enrollments and/or determined by the School Director in consultation with the Dean.

DUTIES AND RESPONSIBILITIES: ADVISEMENT

- Advise students on their prospective career path
- Counsel students on choices in major courses and electives
- Advise students academically and direct them to college and university resources where appropriate
- Advise students who are having difficulties, e.g. with instructor, grading, attendance, assignments, and direct where appropriate
- Advise students on co-op and internship opportunities
- Evaluate transfer students' portfolios (if required) for acceptance into the program
- Work with Academic Advisor in delineation of transfer credits, AP credits, student placement (year level), etc.

DUTIES AND RESPONSIBILITIES: TEACHING

- Teaching load within the school and/or program will be typically 4-6 courses per year. Considerations that may affect this load include faculty leave, course release, enrollment, special assignments, etc.

DUTIES AND RESPONSIBILITIES: RECRUITMENT

- Meet with prospective students and families
- Review prospective students' portfolios (if required)
- Meet with prospective transfer students and families
- Review prospective transfer students' portfolios (if required)
- Attend and participate in Open Houses; College and Careers; Transfer Days
- Participate in alumni events and receptions
- Provide input for the program website and social media
- Determine program recruitment plan and review with the School Director

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DUTIES AND RESPONSIBILITIES: SCHEDULING

- Collaborate with the School Director and school or program faculty in defining teaching assignments
- Work with the School Director in the scheduling faculty in the undergraduate program
- Collaborate with faculty in the writing new courses and submission of courses to the school and college curriculum committees
- Help to identify new and adjunct faculty in the development of new curricular needs, sabbatical replacement or retirement
- Determine needs of the program with regards to the scheduling of courses in program and the number of sections required
- Identify appropriate teaching space(s) for specific courses and ensure these teaching spaces, within the program, maintain equipment necessary for teaching the curriculum

DUTIES AND RESPONSIBILITIES: LEADERSHIP

- Participate in school leadership meetings and present concerns and topics for discussion
- Attend regular College Undergraduate Program Director meetings (or send a representative)
- Organize and lead program meetings on a regular (monthly), basis
- Facilitate discussion among the program faculty concerning future curriculum needs in the program
- Update program's curricular tables

- Complete Annual Progress Reports for student learning outcomes assessment in the program
- Participate in annual academic program assessment and review process (APAR)
- Collaborate with other Directors to identify opportunities of interdisciplinary benefit, e.g. curriculum, team teaching
- Connect with programs across RIT campus to look for synergies and to promote awareness of program
- Work with the school's career services and co-op advisor to assist with co-op placement and review co-op evaluations
- Mentor faculty, current and new, in curriculum development and teaching effectiveness
- Demonstrate and encourage collegiality

TERMS OF SERVICE:

- Undergraduate Program Directors may serve for a three-year term. Service is renewable for successive three-year terms with consensus from school or program faculty, School Director and Dean
- With appropriate cause a vote of no confidence may be initiated by program faculty. A review with the School Director and the Dean may result in appropriate action
- A succession plan should be discussed openly with the Undergraduate Program Director and faculty so that 1) there can be a smooth transition between leadership, 2) school or program faculty are aware that they may be asked to serve in the position, and 3) the school is prepared to replace the position when it is necessary