

Graduate Director Role and Responsibilities

Below is a description of responsibilities, qualifications, and terms of service for College of Art and Design **Graduate Directors**. These would be addressed in the Graduate Directors' plans of work.

Preferred Qualifications:

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

Appointment of Graduate Director:

- Each school has a nomination and appointment process that the School Director oversees:
 - Qualified faculty members within the school may self-nominate or be nominated
 - The Graduate Director is determined by a vote of faculty in the department
 - The School Director presents the recommendation for Graduate Director to the Dean for final approval
- In the event a faculty member from the program is not willing/able to serve, the School Director, in consultation with the Dean, appoints an interim Graduate Director

Compensation:

- Level of compensation and approval of course release will be based on program enrollment numbers. Consult with School Directors on up-to-date compensation metrics. Compensation details will be documented in contracts. Compensation can include:
 - Stipend per semester
 - Course release as appropriate
 - **NOTE:** Any courses taught as an overload will receive a reduce stipend

Terms of Service:

- Graduate Director may serve for a **three-year term**. Service is renewable for successive three-year terms with consensus from department faculty, School Director, and Dean
- At the start of the third year, a succession plan should be discussed openly with the Graduate Director and faculty so that there can be a smooth transition between leadership
- With appropriate cause, an existing Graduate Director can be removed with a majority vote from department faculty. Schools follows the nomination and appointment process to fill the position.

Duties and Responsibilities: Leadership

- Collaborate with the School Director
 - Determine teaching, scholarship, and service responsibilities outside of the program director's role and address in the Graduate Director's plan of work.
- Organize and lead program meetings on a regular (e.g. monthly) basis
- Facilitate discussion among the program faculty concerning curriculum development and future curriculum needs in the program
- Update program's curricular tables and maintain program learning outcomes
- Assist new faculty (including adjuncts) in curriculum development and teaching effectiveness
- Mentor incoming new graduate director
- Participate in school leadership meetings and present concerns and topics for discussion
- Attend regular College and University Graduate Director meetings (or send a representative)
- Complete Annual Progress Reports for student learning outcomes assessment in the program
- Participate in annual academic program assessment and review process (APAR) as needed
- Monitor overall program enrollment
- 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

Duties and Responsibilities: Admission

- Review admission applications and work with graduate faculty on admission decisions
- Oversight for awarding financial (e.g. scholarship, stipend, graduate assistantships) support to admitted students in consultation with the School Director and Dean
- Contact accepted students to welcome them to the program and to provide an overview of expectations
- Host orientation for the incoming students at the start of fall semester
- Review potential change of program applicants

Duties and Responsibilities: Student Advising

- Advise students on their prospective career path and their research
- Advise students 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
- Counsel students on choices in major courses and electives
- Work with the college's Student Services office in delineation of transfer credits, full-time equivalency, etc.
- Review leave of absence requests and advise on plan of work to keep student on track for graduation when they are off sequence
- Oversight of the review and approval of graduate proposals and thesis projects/papers
- Oversight for returning students applying for an extension to the 7-year graduation rule
- Advise students on co-op, internship, CPT, and OPT opportunities (if available)
- Monitor class waitlists and overall program enrollment.

Duties and Responsibilities: Recruitment

- Review prospective students' portfolios (if required for admissions)
- Meet with prospective students and families
- Attend and participate in college/program recruitment events (or send a representative)
- Identify current students and alumni to represent the program at recruitment events
- Share program events, news, and alumni information with the College's marketing team
- Determine program recruitment plan and review with the School Director
- Provide CAD Marketing team with current student work at the end of fall and spring terms to be used for marketing and recruitment collateral.

Duties and Responsibilities: Scheduling

- Collaborate with the School Director in determining teaching assignments, placing faculty based on needs and faculty expertise
- Collaborate with academic advisors on scheduling needs
- Help to identify new and adjunct faculty in the development of new curricular needs, sabbatical replacement or retirements
- Schedule faculty for all program courses, including cross-listed, interdisciplinary (IDEA, ITDI), and foundations within the timeframe outlined by the School Director and CAD Scheduling Office
 - Consider the needs of the students, at different levels in the program, when scheduling courses and the number of sections necessary
 - Identify appropriate teaching space(s) for specific courses
 - Schedule courses to align with RIT meeting patterns

Duties and Responsibilities: RIT Breaks and Summer Semesters

- Graduate Directors are expected to carry out **minimal duties** that occur during RIT breaks and summer semesters. In the event the program director is unavailable, the Graduate Director appoints an appropriate substitute.

These duties include but are not limited to:

- **Fall and Spring Breaks:** Open Houses and College recruitment (NPD virtual events) events
- **End of Fall and Spring Semester:**
 - Academic Actions: Probations and Suspensions
 - Clear class waitlists
- **After Commencement:** Finalize Graduate Welcome Letter
- **Early July:** Program Degree Audits and Planning Sheet Approvals
- **Summer:**
 - Review any portfolios submitted late
 - Meet with perspective students
 - Assist in identifying potential adjunct teaching assignments and schedule changes