

Undergraduate Program Director Role and Responsibilities

Below is a description of responsibilities, qualifications, and terms of service for College of Art and Design **Undergraduate Program Directors**. These would be addressed in the Undergraduate Program 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 Undergraduate Program 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 Undergraduate Program Director is determined by a vote of faculty in the department
 - The School Director presents the recommendation for Undergraduate Program 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 Undergraduate Program 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:

- Undergraduate Program 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 Undergraduate Program Director and faculty so that there can be a smooth transition between leadership
- With appropriate cause, an existing Undergraduate Program 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 Undergraduate Program 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
- Approve annual degree audit curriculum based on curricular table updates for the next AY
- Assist new faculty (including adjuncts) in curriculum development and teaching effectiveness
- Mentor incoming new undergraduate program director
- Participate in school leadership meetings and present concerns and topics for discussion
- Attend regular College Undergraduate Program 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

Duties and Responsibilities: Student Advising

- Develop a working relationship with the Academic Advisor in delineation of transfer credits, AP credits, student placement (year level), etc.
- 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
- Advise students on co-op and internship opportunities
 - Work with the school's career services and co-op advisor to assist with co-op and internship placement and provide grade for co-ops
- Review leave of absence requests and advise on plan of work to keep student on track for graduation when they are off sequence
- Advise students on plan of work who go on study abroad
- Evaluate transfer students' portfolios (if required) for acceptance into the program
- Monitor class waitlists, reserved capacities, and overall program enrollment.

Duties and Responsibilities: Recruitment

- Meet with prospective students and families
- Attend and participate in college/program recruitment events (or send a representative)
- Share program events, news, and alumni information with the College's marketing team
- Identify current students and alumni to represent the program at recruitment events
- Identify faculty to participate in College and Careers (summer). Faculty will be paid a stipend.
- 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
 - Set reserve seat capacities (NTID, minors, students off sequence, etc.)

Duties and Responsibilities: RIT Breaks and Summer Semesters

- Undergraduate Program 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 Undergraduate Program 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 and reserved capacities
- **Mid to end of June:** Program Degree Audits, Planning Sheets Approvals, and Study Abroad Pathway Review
- **Summer:**
 - Review any portfolios submitted late (transfer and first year)
 - Meet with perspective students and families
 - Assist in identifying potential adjunct teaching assignments and schedule changes