

College of Art and Design

School Director | Role and Responsibilities

The School Director reports to the Dean of the College of Art and Design. The School Director is an integral member of CAD's senior management team which includes the Senior Associate Dean, Associate Dean, Assistant Dean of Administrative Services, Assistant Dean of Student Services, three other School Directors, Director of Operations; Marketing Communications Director, Gallery Director, CAD Finance, Director of Alumni, and Director of Advancement.

PREFERRED QUALIFICATIONS:

- A full-time, tenured faculty member in the respective School
- Typically, terminal degree is expected. Extraordinary circumstances may necessitate/ permit non-terminal degree
- Curriculum development and management experience
- Ability to contribute in meaningful ways to CAD's continuing commitment to cultural diversity, pluralism, and individual differences

TERMS OF SERVICE:

- Term: Four years
- Term Limit: No Limit
- Every four years there will be a call for nominations

APPOINTMENT:

- The assistant dean of administrative services will accept nominations of full-time, tenured faculty from full-time* faculty within the school.
 - Self-nominations are acceptable
 - Terminal degree requirements will be determined by school faculty with approval of the dean and provost. Typically, a terminal degree is expected. Extraordinary circumstances may necessitate/ permit non-terminal degree.
- The dean will meet with the nominees to share expectations of the position.
- The nominees will present their qualifications, interests in the position, and plans for the school to the faculty and staff of the school, during an all school meeting. School faculty and staff will have

an opportunity to ask questions of each nominee. The dean will attend the presentation.

- Following these presentations, the faculty and staff in the school will be provided an opportunity to share feedback.
- The survey ballot will be distributed, in a timely manner, by the assistant dean of administrative services.
- All eligible faculty* in the school can submit their recommendation for school director via the survey.
- The assistant dean of administrative services forwards the recommendation to the dean, school senior staff assistants and current school director (if not continuing in the role).
- The dean approves or does not approve the school recommendation.
 - If the dean does not agree with the school recommendation, the dean and the school faculty will meet to discuss concerns and alternatives.
 - In the unlikely event the dean and the school faculty cannot come to an agreement, an interim director will be appointed by the dean for a non-renewable term of not more than 1 year.

DUTIES AND RESPONSIBILITIES TO RIT:

- Assuring robust and collaborative relationships with the leadership of the College and its other schools; with faculty (former and current), staff, students and alumni of the School; and with other RIT entities.
- Identifying and implementing innovative collaborations and initiatives in support of RIT's

Greatness Through Difference 2018-2025 \$1billion capital campaign.

- Acting as an ambassador to RIT's broader campus community, industry, and the public.

DUTIES AND RESPONSIBILITIES TO THE COLLEGE:

- Strategic oversight of fiscal management to advance the College and School's academic mission and ensuring ongoing operational health including budgetary management of the School and initiating and proposing capital equipment and space improvement requests.
- Focus on achieving student success metrics and outcomes as well as creating a supportive and stimulating environment for all students.
- Serving on committees and performing other job-related duties and special projects to support RIT's, CAD's, and the School's missions, as assigned.
- Leading short- and long-term strategic planning for the School in conjunction with undergraduate and graduate program directors, staff, and College leadership.

DUTIES AND RESPONSIBILITIES TO THE SCHOOL:

- Providing direct leadership to and management oversight of the School's programs, faculty and staff.
- Actively mentoring and annually evaluating staff and faculty, including establishing clearly defined annual steps and guideposts for tenure-track and promotion seeking faculty.

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- Spearheading School fundraising, development, outreach, recruitment, and marketing efforts.

DUTIES AND RESPONSIBILITIES TO THE SCHOOL *(Continued)*:

- Overseeing and developing effective administrative support, processes, and services to advance the academic mission of the School, and maximizing productivity and internal/external collaborations.
- Ensuring a safe, efficient, and environmentally responsible environment that facilitates teaching and learning.
- Enriching faculty scholarship, creative opportunities, and productivity.
- Providing sound leadership in the development, coordination, and maintenance of the School's administrative policies, procedures and priorities.

ANNUAL EVALUATION AND COMPREHENSIVE ASSESSMENT:

▪ **Annual Evaluation**

Annually, prior to the end of fall semester, the Dean's Office shall formally solicit feedback from the college and direct reports to inform the dean's annual review of the school director (see [E07.0](#)), beginning in Year 2 of the school director's appointment.

▪ **Comprehensive Assessment**

Beginning in Year 2 of the school director's appointment, the Dean's Office shall conduct a comprehensive assessment of the school director at least once per term of appointment, involving the full and formal engagement of the School's faculty and staff. This assessment shall inform appointment decisions ([Per Policy E08.0](#)).

POST POSITION COMPENSATION:

- Upon successful completion of a full school director's appointment, the former director will be granted one-semester off from teaching responsibilities.
- It is encouraged for school director's, in their last term, to apply for professional leave for an additional semester, therefor creating a year for themselves to prepare to return to the classroom, activate their research and return to the faculty service load.

* Full-time faculty includes tenured professors, tenure-track professors, lecturers, senior lecturers, principal lecturers, and professors of practice. Visiting faculty and part-time faculty are NOT eligible to nominate or recommend a school director.