

Salve Regina University

## Digital Commons @ Salve Regina

---

Faculty Assembly Documents

Faculty and Staff

---

12-2-2005

### AS Minutes 2005 12 02 Director Duties

Follow this and additional works at: [https://digitalcommons.salve.edu/fac\\_assembly](https://digitalcommons.salve.edu/fac_assembly)

---

#### Recommended Citation

"AS Minutes 2005 12 02 Director Duties" (2005). *Faculty Assembly Documents*. 121.  
[https://digitalcommons.salve.edu/fac\\_assembly/121](https://digitalcommons.salve.edu/fac_assembly/121)

#### Rights Statement



In Copyright - Educational Use Permitted. URI: <http://rightsstatements.org/vocab/InC-EDU/1.0/>

This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. In addition, no permission is required from the rights-holder(s) for educational uses. For other uses, you need to obtain permission from the rights-holder(s).

# Director of a Graduate Program

## Definition

A Director of a graduate program is a faculty member with administrative responsibilities for graduate academic programs within the discipline and the primary representative of the discipline or professional program to which he/she belongs. He/she provides leadership in academic matters and is responsible to the Dean of Graduate Studies and Continuing Education. In accordance with University policies and procedures, the program Director functions to ensure the quality of instruction, curriculum and faculty development within the program.

## Eligibility for Service

To be eligible to serve as Director an individual normally should: (a) be an associate or full professor, tenured or on tenure track; (b) possess the terminal degree appropriate to the discipline; (c) show evidence of leadership, scholarship, and collegiality; and (d) demonstrate understanding of and commitment to the mission and character of the University and graduate program. In the event that an insufficient number of candidates meet these criteria, other faculty within the discipline may be appointed.

## Length of Appointment

The length of appointment for the position of the program director is normally three academic years, with reappointment at the discretion of the Vice President for Academic Affairs.

## Selection of the Director

In October of the third year of a Department's term, the Vice President for Academic Affairs will call for nominations of faculty to serve as the Program Director for the next three-year term. The program's full-time faculty vote constitutes a recommendation to the Vice President for Academic Affairs; the Vice President shall evaluate the recommendation and, if he or she approves, shall appoint the new Director. The same process would be used to nominate a Director when the current Director is unable to complete a three-year appointment. If after formal consultation with the program faculty, the VPAA determines that the Department should come from outside the University, the standard faculty recruitment process is to be followed.

## Duties and Responsibilities

The duties of the Director of a graduate program shall include, but not be limited to, those listed below. The categories are listed alphabetically, not according to importance:

47  
48 ADMINISTRATION  
49

- 50 • provide leadership for program development and refinement
- 51 • in collaboration with the Office of Graduate Studies and Continuing Education,  
52 develop and implement plans for student recruitment
- 53 • follow-up on student inquiries
- 54 • review applications for recommendations related to acceptance
- 55 • assist in the development of program advertisements and materials for publication
- 56 • participate in information sessions and graduate fairs, when needed
- 57 • serve actively on the Graduate Council
- 58 • serve as a liaison between faculty members of the program and the administration  
59 on mutual concerns of the program faculty and the administration
- 60 • make recommendations to the Vice President for Academic Affairs and to the  
61 Rank and Tenure Committee concerning promotion and/or tenure of faculty  
62 within the graduate program
- 63 • serve as the program's liaison with external accrediting agencies relevant to the  
64 discipline
- 65 • For programs with advisory councils, to provide appropriate leadership to the  
66 council
- 67 • prepare departmental plans, goals, and strategies, annual reports, Program  
68 Reviews, self-studies and accreditation reports for submission to the Vice  
69 President for Academic Affairs
- 70 • prepare a sound operating departmental budget, indicating all capital requirements  
71 for the fiscal year (July 1 to June 30), submit this budget to the Vice President for  
72 Academic Affairs, and administer the program within the constraints of the  
73 approved budget

74  
75 CURRICULUM

- 76 • consult with the full-time faculty of the program in all matters related to changes  
77 in the program's curriculum and the scheduling of courses
- 78 • review and evaluate existing programs in terms of objectives, content,  
79 prerequisites, method, and credit; collaborate with program faculty to develop  
80 new courses and programs when needed
- 81 • prepare recommendations on course offerings and submit them to the Graduate  
82 Council and the Faculty Assembly
- 83 • plan a regular cycle of course offerings and prepare or revise the program section  
84 of catalogs, schedule booklets and online course schedules
- 85 • furnish copies of all graduate course syllabi to the Dean of Graduate Studies and  
86 Continuing Education
- 87 • consult with undergraduate departments and other graduate programs that might  
88 be impacted by a proposed program curriculum change

89  
90 DEPARTMENT FACULTY

- With due attention to courses in the Graduate Catalog, make personnel recommendations for the program, and along with the Vice President for Academic Affairs actively participate in recruiting faculty
- assist program faculty in their continuing professional development and support scholarly research and/or creative projects within the program
- submit teaching reviews and faculty evaluations according to the Faculty Manual and make recommendations concerning continuing contracts of program faculty to the Vice President for Academic Affairs at the prescribed time
- submit to the Vice President for Academic Affairs the names and appropriate documentation for all part-time faculty recommended for teaching assignments and the names of full-time faculty recommended for assignments in excess of their contractual loads
- in consultation with the Dean of Graduate Studies and Continuing Education, make recommendations regarding teaching schedules
- submit a copy of the summary of program faculty meetings to the Vice President for Academic Affairs and the Dean of Graduate Studies. All programs should hold at least one program faculty meeting per semester during the academic year
- inform program faculty about decisions and developments in the Graduate Council

#### EVENTS

- ensure that the program is represented at graduate-related University and community events

#### LIBRARY

- serve as the faculty member to collaborate with the librarians on the collection development of the library

#### RESOLUTION OF CONFLICTS

- attempt informally to resolve conflicts between program faculty/students, faculty/faculty, faculty/administration, and students/administration

#### STUDENTS

- coordinate procedures for the recruitment, admission, retention, advising, and graduation eligibility of students within the program
- review and approve File-for Degree forms
- assure compliance with FERPA guidelines

#### **Evaluation of Performance**

An evaluation of the Director's performance will be undertaken by the Dean of Graduate Studies and Continuing Education on an annual basis. The evaluation, with the Director's response and signature, will be forwarded to the Vice President for Academic Affairs. This annual process recognizes that some program goals are long-term, and cannot necessarily be accomplished within a single academic year.