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### AS Minutes 2005 12 02 Director Duties

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3 **Director of a Graduate Program**  
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6 **Definition**  
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8 A Director of a graduate program is a faculty member with administrative responsibilities  
9 for graduate academic programs within the discipline and the primary representative of  
10 the discipline or professional program to which he/she belongs. He/she provides  
11 leadership in academic matters and is responsible to the Dean of Graduate Studies and  
12 Continuing Education. In accordance with University policies and procedures, the  
13 program Director functions to ensure the quality of instruction, curriculum and faculty  
14 development within the program.  
15

16 **Eligibility for Service**  
17

18 To be eligible to serve as Director an individual normally should: (a) be an associate or  
19 full professor, tenured or on tenure track; (b) possess the terminal degree appropriate to  
20 the discipline; (c) show evidence of leadership, scholarship, and collegiality; and (d)  
21 demonstrate understanding of and commitment to the mission and character of the  
22 University and graduate program. In the event that an insufficient number of candidates  
23 meet these criteria, other faculty within the discipline may be appointed.  
24

25 **Length of Appointment**  
26

27 The length of appointment for the position of the program director is normally three  
28 academic years, with reappointment at the discretion of the Vice President for Academic  
29 Affairs.  
30

31 **Selection of the Director**  
32

33 In October of the third year of a Department's term, the Vice President for Academic  
34 Affairs will call for nominations of faculty to serve as the Program Director for the next  
35 three-year term. The program's full-time faculty vote constitutes a recommendation to  
36 the Vice President for Academic Affairs; the Vice President shall evaluate the  
37 recommendation and, if he or she approves, shall appoint the new Director. The same  
38 process would be used to nominate a Director when the current Director is unable to  
39 complete a three-year appointment. If after formal consultation with the program faculty,  
40 the VPAA determines that the Department should come from outside the University, the  
41 standard faculty recruitment process is to be followed.  
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43 **Duties and Responsibilities**  
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45 The duties of the Director of a graduate program shall include, but not be limited to, those  
46 listed below. The categories are listed alphabetically, not according to importance:

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## ADMINISTRATION

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

## CURRICULUM

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

## DEPARTMENT FACULTY

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

110

#### 111 EVENTS

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

114

#### 115 LIBRARY

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

118

#### 119 RESOLUTION OF CONFLICTS

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

122

#### 123 STUDENTS

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

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#### 129 **Evaluation of Performance**

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