

DIVISION DIRECTORS:

Architecture, Design, Fine Arts, Humanities & Science

POSITION SUMMARY: The directors are responsible for collegewide academic planning and for the vision, leadership, and administration of the Architecture, Design, Fine Arts, and Humanities and Science divisions, respectively. The program chairs within each division report directly to the director. Serving on Academic Cabinet, the four directors participate in setting annual academic goals within each division. They help set priorities for new tenure track hires and the development of new programs, participate in making decisions on faculty development grants, faculty travel grants, and visiting artists.

REPORTS TO: Provost

RESPONSIBILITIES:

ACADEMIC VISION AND LEADERSHIP

- Attend Academic Cabinet and run divisionwide executive and curriculum committee meetings as well as relevant ad-hoc meetings.
- Communicate with other directors to foster effective use of resources around public programs, events and exhibitions.
- Build a strong community with regular, open communication between program chairs and faculty.

INSTITUTIONAL ADMINISTRATIVE MANAGEMENT

- With assistant director and program chair, devise, prepare, and monitor program budgets in support of the division mission and learning outcomes.
- Work with the associate provost's office and appropriate staff to determine and communicate staffing, facilities, equipment, and other program needs.
- Work with academic staff to manage the day-to-day running of the programs.
- Coordinate advising needs with Student Affairs.
- Meet with students regarding advising, academic grievances, and certain enrollment issues. Serve as a resource for faculty and students in mediating solutions to problems as they arise.
- Work with assistant director and program chairs to provide Student Records Office with timely, accurate course schedules.

ACADEMIC PROGRAM VISION AND CURRICULUM

- Work with assistant director and program chairs, to develop and implement annual program goals, strategies, and metrics consistent with collegewide, and program specific, missions.
- Conduct annual and ongoing evaluation of progress toward goals.
- Select program chairs and make recommendations to the provost for final approval.
- Lead program chairs in developing program curricula and identity.
- Work with assistant director to manage and support program chairs.

- Regularly assess student learning in partnership with program chairs and associate provost and use results to inform strategic decisions about curricula, facilities, technology, hiring, etc.
- Help program chairs work with the associate provost's office to provide leadership for sustainable program assessment and accreditation.

FACULTY

- Help identify and recruit qualified faculty within the divisional programs while maintaining a sustainable curricular model. Assess program faculty composition in light of diversity, visibility, and program goals and teaching effectiveness.
- Develop and implement a multi-year hiring plan and provide written recommendations for new positions, promotions, and hires; serve as administrative liaison for ranked searches.
- Convene and lead promotion, tenure, and pretenure reviews, and write faculty recommendation letters as required.

EXTRA-ACADEMIC

- Work collaboratively with the Enrollment Services Office to establish and reach enrollment goals for the division's programs by developing and implementing effective student recruitment strategies.
- Work with the Communications and Alumni Offices to increase college and program visibility through up-to-date student, faculty and alumni achievements.
- Work with program chairs and the Advancement Office to attract external support through grants and other forms of sponsorship for the school's curricular programs as well as symposia, lectures, exhibitions, publications, and other activities

EXTERNAL

- Establish and enhance academic and professional networks for the division.
- Attend conferences and stay up to date with issues and technology relevant to the division.

Other duties specific to your division's needs, as required.

