

Program Directors

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A Program Director reports to the Department Chairperson and is responsible for directing a program within an academic department. A Program Director shares with the Department Chairperson responsibility for administration of the curriculum of that program and for program faculty. The Program Director is appointed by the Provost in collaboration with the School Dean and Department Chairperson, for a term of up to three years. The Program Director may be replaced by the Provost after consultation with the School Dean. The appointment as Program Director is subject to annual review. The School Dean annually evaluates the performance of the Program Directors. Program Directors may be granted release time according to a formula managed in the Provost. This formula is reviewed and may be changed annually.

Responsibilities of Program Directors:

- to participate with the department chairperson and School Dean in recruiting faculty within the program
- to share with the department chairperson and School Dean in the orientation of new employees in the program
- to share with the department chairperson and other department faculty annual and long-range planning of the program
- to participate in budgetary requests which affect the program
- to participate with the department chairperson in planning course offerings of the program after consultation with the program faculty, and to help make teaching assignments and recommendations regarding scheduling so as to enable students to complete their academic programs in a reasonable period of time
- to be responsible with the department chairperson and with other members of the program for the acceptance and non-acceptance of students who have expressed an interest in majoring in the program
- to assist the departmental chairperson and School Dean in the preparation of assessment, program review and annual reports by providing program information
- to participate with the departmental chairperson in recommending all credit courses in her/his program and to propose new program courses and majors in CCEP for approval as appropriate.
- to provide leadership for program specialized accreditation