

PROGRAM DIRECTORS

Section 1. *Role*

The Program Director position exists as an academic faculty leadership position and as such has both academic and administrative roles. Program Directors shall be members of the bargaining unit. The Program Director teaches students, provides leadership for the development and support of academic programs, manages program budgets, supervises support staff and reports directly to the appropriate Chair. The Program Director promotes faculty excellence by encouraging professional development and advancing program goals. Faculty members serving as Program Directors shall maintain all rights and privileges of the faculty.

Section 2. *Authority and Responsibility*

The Program Director is responsible for the following:

1. Academic

- a. Meeting all external accreditation requirements.
- b. Providing leadership for the development of curriculum in conjunction with faculty.
- c. Keeping program faculty and Department Chair apprised of program changes, activities, and issues.
- d. Developing and validating program publications including the class schedule, course catalog, and program information pamphlets. This also includes assuring that program web pages are accurate and up-to-date.
- e. Establishing and maintaining a default book order list on an annual basis with assistance from the division staff, faculty and bookstore.
- f. Conducting at least two program meetings per semester.
- g. Representing the program by working cooperatively with others in the organization to achieve program and college objectives.
- h. Coordinating curriculum and program reviews.

2. Personnel

- a. Reviewing, screening and recommending hire to the Department Chair from the part-time applicant pool.
- b. With the Department Chair, coordinating/overseeing faculty orientation, mentoring and evaluating part-time faculty.
- c. With faculty input, defining duties and class assignments of academic faculty and communicating these to the Department Chair.
- d. Serving as the first contact for part-time and full-time faculty for academic and other program instructional concerns.
- e. Meeting with other program and departmental leadership.
- f. Informing program faculty of upcoming summer school and regular semester overload teaching opportunities.
- g. Supervising and evaluating program classified staff directly related to the program operations.

3. Students

- a. Performing the academic/instructional advisement of students, including course substitutions for degrees and certificates offered by the program.
- b. Conducting ongoing student recruitment.
- c. Developing and maintaining policies and procedures regarding student safety as they pertain to the

program, and monitoring for compliance.

4. Budget, Inventory and Facilities

- a. Proposing, managing and monitoring program budgets.
- b. Developing, maintaining, and evaluating clinical educational sites.
- c. Determining all program lab fees. The Department Chair shall provide the program director a complete budget of the lab fees and expenditures for lab fees for each semester.

These duties may be delegated by the Program Director. Other duties may be assigned only if agreed upon by the Department Chair and the Program Director.

Section 3. *Evaluation*

1. Program Directors shall undergo a performance assessment annually by the appropriate Department Chair. The scope of this evaluation shall be limited to performance as Program Director and shall be conducted independently and concurrently with the regular faculty teaching evaluation process.
2. If a Program Director receives an unsatisfactory evaluation for the Director duties as defined in Section 2, the Department Chair with the Program Director will develop a remediation plan with stated outcomes. Failure to improve pursuant to the remediation plan or a subsequent unsatisfactory evaluation may lead to removal as Program Director by the Dean with concurrence of the Vice President of Academic Affairs. Unsatisfactory Program Director evaluations may be appealed to the Vice President of Academic Affairs.

Section 4. *Program Director Disputes, Vacancies, and Removal*

1. A Program Director may be removed from his or her assignment as Program Director by the President, on the recommendation of the Dean and Vice President of Academic Affairs, for failure or refusal to perform the normal and reasonable duties of Program Director, or as a result of disciplinary action.
2. A Program Director may be removed from his or her assignment as Program Director by the President, on the recommendation of the Dean and Vice President, for an unsatisfactory evaluation.
3. If a Program Director is relieved of the administrative duties of Program Director, the faculty member shall continue as a member of the faculty, with all rights and privileges of the faculty. If the change occurs during a semester so that the faculty member is unable to pick up a full teaching load, the faculty member will be given reassigned duties by the Dean and approved by the Vice President of Academic Affairs.
4. If the Program Director's position becomes vacant due to unexpected prolonged leave, illness, death, resignation, or other circumstances, the Dean in consultation with the Department Chair shall appoint, with the approval of the Vice President of Academic Affairs, a new Program Director. The Dean and Vice President of Academic Affairs must select a faculty member from (in order of preference) i) the same program, ii) another program within the division, iii) college-wide, to serve until a new Program Director can be hired. An announcement of the opening to fill this position will be made in a timely manner.
5. When a Program Director is on off contract days, the Department Chair will assume responsibility

for Program Director duties.

Section 5. *Program Director Compensation*

1. Each Program Director will receive a minimum of three (3) credits of release time per academic semester (Fall, Spring, and Summer if on an “A” contract). The Dean may make a recommendation to the Vice President of Academic Affairs for increased reassigned time to meet program needs. Changes to the assignment cannot be made without a formal re-evaluation.
2. Program Directors will be monetarily compensated according to the following:
 - a. The Vice President of Academic Affairs may approve a “B+” or “A” contract for a Program Director at the request of both the Dean and the Program Director. A Program Director will usually be placed on a “B+” contract.