

Position Descriptions: Director

College of The Arts

Directors of the four academic units of the College of The Arts are out-of-unit appointees and serve at the pleasure of the Dean of the College. The position of "Director" is defined locally and nationally as a professional leadership position and, thus, is empowered by the Dean to both manage and lead the unit. Together, the Directors, in addition to the Director for the Contemporary Art Museum and Graphicstudio; the Assistant Dean; and the Associate Dean, serve as the primary advisory council to the Dean of the College and, thus, there is an expectation of collegiality in the decision-making processes of the College. More specifically, however, the following broadly defines the responsibilities of the Academic Directors in the College of The Arts:

Academic (School) Director Duties

Architecture & Community Design, Art & Art History, Music, Theatre & Dance

Instruction Related

- Oversee/supervise all personnel who have instructional assignments
- Review/edit catalog copy — all degrees
- Supervise curricular changes and/or degree tracks with faculty
- Oversee the curricular program and link to various communities
- The Director may teach (although not a regular expectation of the position)

University, College, Unit Governance

- Appoint/nominate committee members from the faculty
- Address initiatives, issues, policies, visioning and strategy with Faculty Advisory Council
- Serve as a collegial member of the College administrative team

Faculty

- Assign of duties
- Hire establish hiring plans, ensure compliance with Diversity Goals, EO
- Advise/mentor faculty
- Review grant proposals
- Annual evaluations
- Tenure and promotion, mid-point reviews
- Salary, merit pay, special enhancement nominations
- Oversee grievances/complaints by/against faculty

Students

- Supervise recruitment and retention
- Implement policy as it relates to admission standards, curriculum, and requirements for graduation
- Oversee Student Grievance procedures

Administrative

- Strategic Planning and accountability
- Staff hiring and supervision, evaluation
- Oversee all aspects of accreditation: SACCS, National Arts Accrediting, NCATE, others
- Develop and implement actions to insure a safe, secure environment for students, faculty, and staff

Development, Marketing, PR, Outreach

- Work with College, University officers
- Work within unit, advertising, promotion, increase program awareness, etc.
- Coordinate support group activities
- Oversee links to the community and outside groups, and develop on-going engagement and outreach activities that provide a focus on our campus wide community of students, faculty, and staff

Budget

- Develop and oversee all fiduciary sources/ expenditures, state funds, private, etc.
- Oversee/propose lab, equipment, and technology fees

Physical Plant

- Oversee all facets of the physical plant: new construction, renovations, maintenance
- Supervise acquisition and maintenance of equipment, instruments, etc.
- Assign spaces for instructional, office, other uses

Developed by the College Directors: March 26, 2003

Approved by the College Directors on October 15, 2003

Reviewed by the College Directors on February 17, 2008
