Faculty Senate Issue Log Form

Date-Submitted: 4.9.2018

Title-of-Issue: Undergraduate Program Director Description

Description: The Advising Task Force, Chaired by Brian Payne, worked to develop descriptions for Chief Departmental Advisors (CDA) and Undergraduate Program Directors (UPD) for inclusion in the Faculty Handbook. The committee first submitted the CDA description for review by Faculty Senate and, now that it has been approved, we would like to submit the UPD description for consideration. The UPD description specifies the roles and responsibilities of the Undergraduate Program Director. It is similar to the GPD description currently included in the Handbook. The document with the full description has been sent in an email to Jennifer Moody.

Rationale: The roles and responsibilities of the Undergraduate Program Director are significant, particularly with large programs. Colleges across campus vary in the manner in which they conduct program oversight. Some solely use a CDA while others solely use a UPD and others use both a CDA and UPD. Prior to this year, there were no official descriptions included in the Faculty Handbook for these positions. The inclusion of descriptions provides a guide for administrators to establish responsibilities, allows for consistency in roles across programs, offers standards for evaluation, and specifies compensation. Just as it is necessary to describe the positions of GPD and CDA, it is necessary to define the position of UPD.

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Undergraduate Program Director

A. Introduction
The primary role of the Undergraduate Program Director is to assist the Department Chair for programs located within a single college or Provost for multidisciplinary programs, to determine that policies and procedures outlined in the Undergraduate Catalog are followed by all program area faculty and students. Additionally, an Undergraduate Program Director facilitates activities related to marketing and recruiting, course scheduling, curriculum review, program assessment, and other areas. The Undergraduate Program Director reports to the Department Chair or Provost.

B. Appointment and Reappointment
The Undergraduate Program Director should be a full-time faculty member from the program or department in which the program is located. The terms for appointment are three years. Evaluation for reappointment is typically begun in the third year with solicitation of input from the program faculty and other relevant sources. Many undergraduate programs are implemented and administered within a single department, while others are multidisciplinary in nature and involve the cooperative efforts of several individual departments or colleges. Due to these variations, some Undergraduate Program Directors report directly to a particular departmental Chair, while others report directly to an academic Dean or Provost. The delineation of administrative authority should be established at the time of appointment and clearly understood by all.

In the case of programs located within a single department, the Undergraduate Program Director will be appointed by the Department Chair, after consultation with the full-time faculty in the program and with the approval of the academic Dean in whose college the program is offered.

In the case of multidisciplinary programs within a college, the Undergraduate Program Director will be appointed by the Dean of the college that has administrative responsibility for the program, after consultation with the Chairs of participating departments and full-time faculty in the program, and Deans of other colleges, if necessary.

In the case of multidisciplinary programs that involve more than one college, the Undergraduate Program Director will be appointed by the Provost or designee, after consultation with the affected full-time faculty, Chairs of the participating departments and the Deans of the participating colleges.

At the time of appointment, the Undergraduate Program Director and the Chair from a single department, or Dean or Provost from multidisciplinary programs, should develop a plan for regular consultation and a written position description that provides a clear understanding of the expectations for both parties about their duties and compensation, along with criteria for the annual evaluation. The Office of Academic Affairs will be provided with a copy of the appointment letter or memorandum, after approval by the Dean or designee for review and record purposes.

C. Duties and Responsibilities
The duties of an Undergraduate Program Director depend upon a number of factors: particular discipline, size of the program, number of academic programs covered by the Undergraduate Program Director, and degree of staff support being some of the most important. While the ultimate responsibility for a curriculum rests with departmental faculty, who may serve on specific committees or who may otherwise assist in various capacities, managing the following areas of responsibility may be considered the baseline duties for the Undergraduate Program Director position:

Program Marketing and Recruitment – work with the department Chair and the Office of Admissions to plan, initiate and maintain contact with prospects, prepare the content of promotional materials and maintain program website.

Admission to Program – where applicable, work with the Office of Admissions and the program admissions committee to coordinate application review, oversee admissions decisions, maintain communication with admitted students, establish program capacity, manage enrollment, and conduct student orientation.

Program Policies – maintain the program policies and disseminate student guidelines.

Scheduling and Curriculum Review – advise department Chair or appropriate administrative supervisor on course demands and scheduling each semester and assist with the hiring of adjuncts and assignment of courses to faculty and adjuncts. Work with the department Chair to revise and update the Undergraduate Catalog content, including all curricular changes, new course proposals, and old course deactivations.

Program Assessment – work with the department Chair or appropriate administrative supervisor, and the Office of Institutional Effectiveness and Assessment to conduct program evaluations.
Advising - support the advising responsibilities of the faculty within the department and serve as the point of contact for transfer course evaluations and management of articulation agreements. This task may also be conducted by, or in collaboration with the Chief Departmental Advisor.

Problem Resolution - assist Chair in addressing instructor teaching questions and concerns and student questions and concerns, which may include directing them to a relevant office, contact, or policy.

D. Release Time and Compensation
1. The amount of release time and other compensation, such as a summer stipend, will vary with the size and scope of the program and the duties established as discussed in section C (above). Summer stipends are expected for UPD’s who do summer program management. This stipend will be paid by Academic Affairs.

2. An Undergraduate Program Director is normally provided with release time for this function. Unless there are exceptional circumstances, academic year stipends (if provided) should be alternatives to course releases, not granted in addition to course releases.

3. Undergraduate Program Directors with dual roles, in which they are also functioning as Chief Departmental Advisors might be offered a stipend instead of an additional course release.

4. Course releases ordinarily should be three credit hours per year if the annual program FTEs are under 200 and three credit hours per semester if the annual program FTEs are above 200.

5. When a new program is being started or a program has other complexities (e.g. a program is exceptionally large, a program is seeking accreditation), the Dean can make exceptions for additional compensation.

E. Evaluation of Performance
The primary person responsible for evaluating the performance of the Undergraduate Program Director will be the person to whom the Undergraduate Program Director reports, as indicated in Section A (above) and will include input from the program faculty and academic Dean. It is expected that a portion of the annual faculty evaluation of the Undergraduate Program Director will be devoted to the performance in that capacity.