

## **Program Director Responsibilities**

The College of Arts and Sciences has a number of interdisciplinary programs that create opportunities for students to learn through a collection of course work from various disciplines. Interdisciplinary Program Directors are appointed by the Dean in consultation with faculty who teach in the program and/or the advisory board (if applicable).

Program directors of interdisciplinary minors are not given an automatic reassigned time for being program director. The duties outlined below should be considered significant service, and it is expected that the program director would not have other significant service obligations during their appointment as program director.

Reassigned time may be granted in the first year of a program, to allow for the program director to do more activities related to recruitment and promotion of a new major or minor. In addition, a program director may apply for reassigned time for a given academic year if there are events or duties that greatly exceed the normal expectations. For example, organizing special events, such as a conference, or multiple events in a given year that would highlight the program as a way to recruit and retain students. To request reassigned time, the director completes the “Reassigned-Time or Stipend Award” application for approval by the Dean.

Interdisciplinary majors require that program directors complete annual assessment reports of student learning and participate in periodic program review. In addition, there are other duties that are required of directors with majors that go beyond the expectation for minors. For that reason, directors of majors receive either 3 or 6 units of reassigned time, depending on the program.

### **Interdisciplinary Minors**

- Act as the representative and advocate of the program to USD’s administration and outside constituencies.
- Organize and lead meetings of affiliated program faculty.
- Perform oversight and management as the academic leader of the program including ensuring the academic quality of the program; performing program management; and leading curriculum design, review and approval by the Undergraduate Curriculum Committee and Academic Assembly.
- Coordinate offerings of courses that satisfy program requirements. In some cases, this will include arranging for faculty to teach these courses.
- Collect and analyze data about student learning.
- Supervise new student recruitment and retention of minors.
- Advise students in the program regarding course selection, graduation requirements, and student petitions for requirement substitutions.
- Attend and, in some cases, organize program-related events.
- Attend commencement in the spring.
- Oversee the program’s webpage and work with an EA or other person to manage the content.

- Create and foster a sense of community within the program and among the affiliated faculty/staff/students.

### **Interdisciplinary Majors**

In addition to the above responsibilities, program directors of majors also carry out the following:

- Design and manage annual assessment in consultation with affiliated faculty; collect and analyze data about student learning; conduct periodic program reviews.
- Evaluate assessment results and, in consultation with affiliated faculty, make decisions about curriculum.
- Review student records for all graduation petitions.
- Be available or ensure that a designee is available during intersession and summer to advise current and prospective students.
- Advise incoming transfer students and help with their academic schedules.
- Manage program budget and organize co-sponsors and funding for program events.