

## **APR 1 – revision history**

*APR1 was presented to the Provost Council on Wednesday, 01 April 2015, for review and comment. The following feedback was received:*

- 1) Dean Starnes suggested that APR1 be presented and reviewed at the Department Heads Workshop on 16 April. Associate Provost Schwab created 15 minutes in the agenda for Associate Dean Kloeppe, as a representative of the Graduate Council, to answer questions and receive feedback from Department Heads.*
- 2) Dean Carpenter wanted to present and discuss the current version of APR1 with his Department Heads for comment and input.*
- 3) Dean Parker suggested that Department Heads comment on the suggestion of the Graduate School providing data and feedback to the Department Heads on Program Director activities and involvement for inclusion and formative feedback in Program Director AFE or Annual Review documents.*
- 4) Assistant Vice Chancellor Metz suggested that Graduate Program Directors be held responsible for their Graduate Programs' learning outcomes and the assessment of students' performance in achieving these outcomes.*

*APR1 was presented at the Department Heads Workshop on 16 April 2015 for review and comment. The following feedback was received:*

- 1) Department Heads were specifically asked to comment on the suggestion that the Graduate School provide a summary of program recruiting, application, and engagement activity to the Program Directors and their Department Heads each academic year. This suggestion was made so that summaries could be included as part of Faculty AFE activity to their Department Head. Feedback was received from three Department Heads and all were positive on this suggestion: Cindy Atterholt (Chemistry), Dale Brotherton (Human Services), and Gael Graham (History).*

*APR1 was reviewed and approved by the Provost's Council on 09 July 2015. Associate Provost Schwab is reviewing and revising the undergraduate section of APR1 with assistance from the Associate Deans Council.*

**APR 1**  
**Academic Program Director Guidelines <sup>1</sup>**

*Revised 25 May 2015*

**Part I: Roles and Responsibilities of a Graduate Program Director\***

\*For purposes of this document, 'Graduate Program Director' also includes those individuals designated as "Graduate Program Coordinator."

Faculty members who are Graduate Program Directors have responsibility for the coordination and oversight of a graduate degree program for a 12-month period. Although the Department Head and Dean may identify a variety of responsibilities for Program Directors, typical responsibilities include:

**Program Leadership.** The Graduate Program Director is responsible for providing overall leadership for the graduate program and students, which may include: conducting periodic meetings of faculty to discuss programmatic issues; ensuring the flow of critical information between the department, school/college, Graduate School, and all program faculty; managing enrollment including recruiting, facilitating application review and admission, student advising, and graduation processing.

**Curriculum Oversight.** The Graduate Program Director should guide the graduate curriculum in consultation with the program's graduate faculty and Department Head. This may include modifications to the curriculum, which may include: submission of course/program modifications via Curriculog, course sequencing, and development and maintenance of the program's curriculum guide.

**Recruitment.** The Graduate Program Director is responsible for program recruitment and public relations strategies and activities, in conjunction with graduate faculty and, where appropriate, the Graduate School.

**Program Planning & Evaluation.** The Graduate Program Director is responsible for all program planning and evaluation activities, which may include: coordinating program goals and strategies from the department strategic plan, developing and revising graduate program learning outcomes, and assessing graduate student performance in achieving these program learning outcomes.

**Admissions.** The Graduate Program Director is responsible for admissions decisions, which includes managing Apply Yourself (AY) prospects, applications, and serving as a liaison with the Graduate School in admissions processing and procedures; maintaining current and correct Graduate Catalog information regarding admissions requirements via Curriculog.

<sup>1</sup> Revisions approved by Council of Deans on August 22, 2006; revised April 2007; July 2015.

**Outreach.** The Graduate Program Director is responsible for representing the graduate program's interests in both internal and external endeavors, which may include: coordinating program advisory boards; serving as a liaison between the program and other campus constituencies; and participating in community events in which the program is represented.

### **Qualifications and Work Load of Program Directors:**

Ideally, a Graduate Program Director should be a tenured faculty member with the rank of Associate Professor or Professor in the content area with a record of teaching graduate courses. It is recommended that untenured faculty who serve as Graduate Program Director, clarify with their departments the extent to which Graduate Program Director duties count toward tenure and promotion as well as their faculty work load. Departments are encouraged to delineate the weight of Graduate Program Director duties in their DCRD or in written agreements with Graduate Program Director. Prior to the appointment of an untenured Graduate Program Director, the Department Head must receive written approval from the college Dean in consultation with the Dean of the Graduate School.

### **Compensation for Graduate Program Directors:**

Graduate Program Directors should receive compensation appropriate to the work load of their directorial duties. When the program size and duties are sufficient to support it, work load redistribution should be considered. Because of the nature of graduate studies, admissions, advising, and graduation, program responsibilities carry through the summer term. Therefore, Graduate Program Directors with a 9-month contract should be compensated appropriately for their work and responsibilities through the summer term. Graduate Program Director compensation will be determined by the Department Head with the approval of the college Dean.

#### **Graduate Program Director Compensation Options:**

The following represent some possible compensatory means that might be included in a written agreement between the Graduate Program Director and Department Head or Academic Dean.

- Work load redistribution (teaching load and/or service reduction – not a reduction in scholarly activity).
- Salary increase for the duration of service
- Stipend (summer or academic year)
- Designated administrative support
- Travel and professional development funding
- Other rewards that appropriately compensate Graduate Program duties

**Supervision and Authority to Department Head:**

Generally, the Graduate Program Director's department head supervises and evaluates the position of the Graduate Program Director. Program directors should be mindful of the authority granted to the Department Heads by the Faculty Handbook and other University policies; actions of the Program Director such as curriculum assessment, graduate assistantship requests, curriculum changes/proposal, etc. should be submitted through the Department Head.

The Department Head should consult with the departmental faculty and Graduate School Dean annually to conduct an evaluation of the Graduate Program Director's performance of responsibilities. The Graduate School will provide an annual data summary to the Program Director and Department Head to utilize when evaluating the Program Director. This will include the number of prospects to the program, the number of applications to the program, the current enrollment of the program, and the number of consultations with Graduate School staff and leaders. These evaluations can be incorporated into the Program Director's AFE and shared with the College Dean. In addition, the release time and compensation for each Program Director should be reviewed annually by the Department Head or Dean as appropriate.

**Term of Service:**

Graduate Program Directors serve at the will of the Department Head or Dean as appropriate. Graduate Program Directors ideally should serve for a minimum of three years.