College of Charleston
Academic Curricular Program Directors

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1.0 Purpose

A departmental chair is often responsible for directing a major in a degree program or a certificate program. Occasionally, a departmental or interdisciplinary curricular academic program is sufficiently complex to require a part-time administrator other than the chair. In this case, normally a tenured faculty member will be assigned administrative responsibility for the coordination and oversight of the program as a program director.¹ This policy has been developed to clarify the reporting lines, process of evaluation, and responsibilities of these part-time administrators and to provide guidelines for their compensation.

2.0 Duties of an Academic Curricular Program Director

The title of Program Director is used to describe part-time administrative appointments of faculty to leadership positions in various curricular programs. Directors normally have some or all of the following responsibilities, as specified in the letters of appointment and written descriptions of each position:

2.1 Coordination: ensure effective communication and cooperation with faculty, staff, students, chairs and deans as necessary and with the community as appropriate to assure the effective administration of the program.
2.2 Student recruitment: attract and retain appropriate numbers of students to programs where minors, majors or graduate degrees are offered.
2.3 Curriculum development: lead program faculty in the development of the curriculum and manage the processes of curricular change and review. As appropriate, chair the program curriculum committee or serve as ex officio member of the program curriculum committee.

¹ The title of director is also appropriate for those administering institutes, bureaus, and centers. Directors of those units typically will have different or additional duties and responsibilities that have been detailed in their letters of appointment and individual job descriptions.

Updated on 2/4/13
2.4 Staffing: schedule classes; coordinate with chairs the assignment of faculty to teach and advise in the program; ensure faculty teaching online courses have the requisite training; manage workload of faculty residing in the program; supervise classified staff assigned to the program.

2.5 Transfer credit: evaluate requests for transfer credit of courses, as forwarded by the Registrar's Office.

2.6 Evaluation of faculty: contribute to the evaluation of program faculty by providing input to department chairs or deans as requested.

2.7 Advising: advise students and coordinate the advising done by other program faculty.

2.8 Planning: prepare planning documents (goals and objectives) for the program.

2.9 Assessment: develop an assessment plan; coordinate assessment activities; report results and plans for improvement; prepare for internal and external program reviews as appropriate.

2.10 Annual report: prepare and submit an annual report to the chair and dean (and Dean of the Graduate School, in the case of a graduate program).

2.11 Budgeting: prepare annual budget request and administer program budget accounts (where appropriate and in conjunction with chairs and deans).

2.12 Summer duties: be available on a limited basis during the summer months for the effective management of the program.

While the duties of a director of an interdisciplinary program are virtually the same as those of a disciplinary based program director, there is often more need for coordination with other departmental units.

3.0 Reporting Lines

A program director of a disciplinary based degree program (undergraduate or graduate) or a disciplinary minor is appointed by, reports to and serves at the pleasure of the chair, subject to the approval of the dean and Provost.

A program director of an interdisciplinary program is appointed by and serves at the pleasure of the dean of the school in which the program resides (the "program dean"), subject to the approval of the Provost. The program director of an interdisciplinary program may report to the dean or the associate dean of the school in which the program resides. The program dean will consult with the chair of the department in which the faculty member resides in making an appointment. In those cases where more than one school is involved in the program, the program dean will assume responsibility for involving the department chair and other dean(s) in the initial appointment and oversight of the program director.

Typically, the director is appointed for a fixed term (renewable) not to exceed five years.
4.0 Evaluation of Program Directors

In the case of a disciplinary based program, the department chair evaluates the director on his/her performance both as a faculty member, in the areas of teaching, research and professional development, and service, and as the administrator of a curricular program.

In the case of an interdisciplinary program, the program dean or associate dean will evaluate the director’s performance as the administrator of a curricular program, and the departmental chair will evaluate performance as a faculty member, in the areas of teaching, research and professional development, and service. The dean of the school in which the faculty member resides (the “home” dean), who may also be the program dean, will complete an overall evaluation of the faculty member, incorporating input from both sources and addressing both components of performance. The evaluations of the program dean or associate dean and chair should be appended to the faculty member's overall evaluation.

In the case of graduate programs, the Dean of Graduate Studies will provide written input to either the chair, in the case of a disciplinary program, or the program dean or associate dean, in the case of an interdisciplinary program. Such input should be appended to the faculty member’s overall evaluation.

The chair, associate dean or program dean, as appropriate, may also request input from program faculty in evaluating performance in the director's position.

The home dean will provide a recommendation on any merit raise to the Provost, incorporating input and recommendations from the chair and program dean as appropriate.

5.0 Compensation (Including Release Time)

The dean recommends a compensation level for each program director position within his/her school based on the size and/or complexity of the program to the Provost, who approves the compensation level. The following guidelines are provided, with the understanding that deans and department chairs are best able to judge the extent to which the duties of a particular position require compensation.

When possible, department chairs and deans will attempt to accommodate the program director’s assignment through the service requirements of the faculty member’s load. Should additional compensation be appropriate, this may take the form of a stipend, course release, or both. In particular, the program director may receive both a stipend and a course release in cases where the program size and duties require a significant commitment of time, including during periods the faculty member is not normally under
contract. A department chair may direct a program but will not normally receive additional compensation for that work.

In determining an appropriate level of compensation, a dean or chair should consider the minimum amount of work required for one 3-credit course release (or its equivalent in terms of SCH) as equivalent to approximately 9-10 hours per week. Program directors may be released by the department chair, with the approval of the Dean and Provost, from no courses, one course an academic year, one course per semester, or an appropriate combination of course release that accurately reflects the amount of work required for the position.

6.0 Appointment of Program Directors

The dean requests appointment of a program director through submission to the Provost of (1) a letter of appointment to the program director specifying date and term of appointment, specific detail on responsibilities as necessary, and compensation, (2) a statement of the credentials of the faculty member qualifying them for this appointment. Upon approval by the Provost’s Office, the Dean’s Office will complete the appointment. Letters of appointment of program directors should be copied to the Provost, Chair of the department in which the faculty member resides, and appropriate personnel in Business Affairs.

Approval of previous version by Provost: July 31, 1997
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2 A form providing information on appropriate credentials for program directors is under development as of 2/6/2013.