



The University of
Montana

**UM UNIT STANDARDS COMMITTEE
SIGNATURE FORM**



Unit Standards for: APPLIED COMPUTING & ELECTRONICS

Year: 2012

1) Department Chair:

[Signature]
Signature

11/30/12
Date

2) Dean:

[Signature]
Ann C. Stocking, Associate Dean
Signature

11/30/12
11/30/2012
Date

3) Chair, UM Unit Standards Committee:

[Signature]
Signature

[Date]
Date

4) Provost and Vice President for Academic Affairs:

[Signature]
Signature

3/19/13
Date

FACULTY UNIT STANDARDS

DEPARTMENT OF APPLIED COMPUTING AND ELECTRONICS Missoula College- The University of Montana March, 2013

I. Introduction

These Unit Standards and procedures have been designed to provide a framework for faculty appointment and evaluation with the intention that the Unit Standards will supplement and be consistent with the standards and procedures as stated in the Collective Bargaining Agreement (CBA). All tenured/tenure-track faculty and non-tenurable/adjunct faculty with teaching assignments greater than .5 FTE are covered by the CBA as well as these Unit Standards. In order to support the Missoula College UM mission statement, faculty are expected to maintain certain standards in order to be granted normal salary increases, merit awards, tenure, and promotion. It is the responsibility of the individual faculty member to document completely all requirements and maintain an Individual Performance Record (IPR) using a Faculty Evaluation Committee (FEC) established format.

Every person covered by the CBA is at one and the same time (1) a teacher, (2) a member of the faculty of the University, and (3) a scholar. By virtue of his/her position in the University, the individual shares all three of these functions, each of which is of great importance. Although the responsibilities of the Department of Applied Computing and Electronics (ACE) fall under the same categories as those in every other University of Montana academic unit, the Department of Applied Computing and Electronics places the greatest emphasis on teaching responsibilities in order to meet the two-year education mission in Montana which is to "provide a comprehensive, accessible, responsive, student-centered learning environment that facilitates and supports the achievement of individuals' professional and personal goals, and enhances the development of Montana's citizens, communities and economy."

Academic responsibility is presented in detail in Section 6.2000 of the CBA. All faculty should be familiar with professional expectations, obligations, and responsibilities associated with their position within the Department, College, and University.

II. Definitions

In order to provide clarification of terms used in the CBA, the ACE department recognizes the following definitions:

a. Performance Period

The performance period consists of one or more years of record each running from October 16 to October 15.

b. Terminal Degree

As clarification of Section 10.110 of the CBA, a terminal degree for the ACE Department is defined as:

Graduate degree in a discipline related to the mission of the Department. These disciplines include, but are not limited to: Education, Business, and STEM-related curricula areas such as Computer Science, Engineering, Health Sciences, Information Technology, or Physical Sciences (Physics/Chemistry) and related disciplines.

c. Rank and Appointment

Faculty rank is delineated in accordance with CBA Sections 9.000 and 10.110 defining minimum criteria for academic faculty in the ACE Department. All full-time appointments are either non-tenurable/adjunct, probationary, or tenure/tenure-track.

- 1. Instructor:** Master's Degree in an appropriate discipline or Bachelor's Degree with two years of documented outstanding professional experience.
- 2. Assistant Professor:** Master's degree in an appropriate discipline.
- 3. Associate Professor:** Earned doctorate or other appropriate terminal degree, or Master's degree in an appropriate discipline plus 15 semester credit hours of graduate work in a discipline appropriate to area of responsibility. Candidates for this rank must have completed at least four years in the rank of Assistant Professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity as required in the ACE unit standards.
- 4. Professor:** Earned doctorate or appropriate terminal degree, or a second master's degree in a discipline relevant to area of responsibility. Candidates for this rank must have completed at least four years at the rank of Associate Professor at the time of application. Candidates must have demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity with significant impact beyond the University.

Department Chair appointments follow Section 16.210 of the CBA in which the Dean consults with department faculty and makes a recommendation to the Provost.

d. Evaluation Frequency

All faculty will be evaluated in accordance with the schedule in Section 10.340 of the CBA.

1. Tenured faculty members with the rank of Professor will be reviewed every third year according to the alphabetic categories set forth in the CBA.
2. Tenured faculty members with the rank of Associate Professor will be evaluated biennially using the alphabetic categories set forth in the CBA.
3. Tenure-track or tenured faculty members ranked as Instructors and Assistant Professors are evaluated annually. Faculty members in their first year of service are not required to submit an IPR.
4. All non-tenurable and adjunct faculty will be evaluated yearly at the department level.
5. Department chairs are evaluated as a faculty member according to rank under Section 10.000 of the CBA. Administrative performance is subject to review by the Dean in accordance with Section 16.240 of the CBA.

III. Faculty Evaluation Committee (FEC)

a. Purpose and Members

Evaluation of faculty members should be seen as an opportunity to affirm the work of faculty members evidenced by their professional activities and establish their qualification for promotion, tenure, or merit. Qualification for service occurs immediately following award of tenure.

In accordance with CBA section 10.230 requirements, the Faculty Evaluation Committee shall be composed of at least three tenured or tenure-track faculty who are members of the Collective Bargaining Unit representing the ACE Department. The FEC chair position will be elected annually from the membership. The FEC chair may appoint a student (non-voting) observer selected from the majors within the unit. The FEC shall apply the unit standards and CBA to review the performance for each faculty member in the unit.

Because the Department Chair evaluates each faculty member at the next evaluation level, and because this subsequent evaluation is partially based on the FEC recommendation, the intention of these Unit Standards is that the Department Chair not be involved with both levels of evaluation; therefore, the Department Chair will not be a member of the FEC.

A faculty member applying for merit or promotion may not chair the FEC or make recommendations toward his/her own standing. In the event that all FEC members apply for merit or promotion in the same year, a neutral third-party tenured faculty member from another department will be appointed as a fourth FEC member to chair the FEC for that year only. These members will be chosen from another UM unit based on a unanimous vote of the FEC membership.

Only tenured faculty may vote on matters concerning the award of tenure. In the event that there are fewer than three tenured members, neutral third-party tenured faculty members from another department will be appointed as FEC members for that year only. These members will be chosen from another UM unit based on a unanimous vote of the FEC membership

The FEC meetings in which the committee discusses IPRs shall be closed to anyone not a member of the committee, except for any individual whom the committee may wish to interview in connection with the evaluation of an individual faculty member.

b. Responsibilities

The FEC shall be responsible for using these Unit Standards and the CBA to review the Individual Performance Records of ACE faculty. The Committee shall construct a written recommendation to be signed by the Committee Chair. The scope of the recommendation is outlined in section 10.110 of the CBA as follows:

Retention
Normal or Less-than-Normal Salary Increment
Merit
Promotion
Tenure

Any member may abstain when he or she feels unqualified to vote, with abstentions not a part of the vote tally. The Committee shall use the evidence from the Individual Performance Record submitted by faculty members, along with evidence from any other source, so long as the evidence is relevant to the unit standards. In addition, CBA guidelines in Section 10.230 will apply.

IV. Process

a. Student Evaluation Committee--October 15

The Student Evaluation Committee (SEC) process will honor the timelines and requirements described in the CBA Section 10.220. Omission of SEC participation will not constitute grounds for a grievance. The evaluation procedure may proceed without participation by a departmental SEC.

b. Faculty Evaluation Committee--November 15

The Faculty Evaluation Committee process will honor the timelines and requirements described in the CBA Section 10.230. The FEC Chairperson will notify faculty who need to submit IPRs 30 days in advance of the October 15 deadline. The FEC will make a written recommendation with justification signed by the committee chairperson. This recommendation will also be signed by the faculty member. The faculty signature does not imply agreement with FEC recommendations.

The FEC chair will forward all recommendations to the Department Chair by November 15. A summary of those recommended by the FEC for promotion, merit, or tenure will also be forwarded to the Department Chair.

c. Department Chairperson's Recommendation-December 15

In accordance with the CBA Section 10.240, the department chairperson shall prepare and sign a written evaluation for each faculty member in the unit. The faculty member will also sign the recommendation. The faculty signature does not imply agreement with the recommendation.

d. Dean's Evaluation and Recommendation-February 15

In accordance with the CBA Section 10.260, the Dean shall prepare his or her recommendation of the faculty member based on the faculty member's Individual Performance Report (IPR), SEC recommendation, FEC recommendation, and Department Chair recommendation in accordance with the Unit Standards.

e. Disagreements/Appeals

Disagreements and/or unresolved issues will follow CBA procedures. Appeals to the evaluation process are outlined in Sections 10.230, 10.270, and 10.280. Restraints on evaluation and appeals are contained in section 10.300 of CBA.

V. Documentation

Each tenured/tenure-track faculty member is responsible for preparing an Individual Performance Report (IPR) that contains supporting evidence of activities in the three areas of faculty responsibility: **teaching, scholarship, and service**. Although the IPR will emphasize a balance of teaching, professional growth, and service, significant contributions should highlight a teaching record that demonstrates classroom success, professional development, and development of curriculum and pedagogy. Typically documentation will include the following:

- Appropriate cover form from Provost's web site.
- Memorandum to FEC indicating which type of request is attached
- Curriculum Vitae
- Summary of scholarly activity and accomplishments
- Summary of service based activities and accomplishments
- Summary of teaching duties and accomplishments
- Summary of all course evaluations for performance period
- Summary of all teaching assignments

Adjunct or non-tenurable faculty should submit a summary of yearly activities and student evaluations to the FEC.

Exemptions to the evaluation process will occur for qualified faculty members in accordance with section 10.340 of the CBA. Qualified faculty members shall identify

exemption from evaluation by following the procedures put forth by the Provost. Additional information may be requested by the FEC from any relevant source in accordance with the CBA Section 10.230.

Performance period is to be documented in accordance with CBA Section 10.210. The performance period, consisting of one or more years of record running from October 16 to October 15, is to be documented for the respective types of advancement:

Normal and Less-Than-Normal Salary Increment: The previous year.

Merit: The time period since documentation was submitted for the last merit awarded, or for the last promotion, or the most recent seven sequential years, including prior service, whichever is shorter.

Promotion: All service in the current rank or since the date that documentation was submitted for the last promotion, or the most recent seven sequential years.

Tenure: The entire probationary period including credited prior service.

VI. General Criteria

a. Teaching

Teaching is the major responsibility of faculty in the Department of Applied Computing and Electronics. Guided by the Missoula College mission statement, faculty members accept the responsibility for the education and training of a diverse population of students. The Department of ACE recognizes that each faculty member's career is unique and expresses a particular array of aptitudes and abilities. The Department acknowledges that the overall professional direction varies greatly among individuals.

ACE recognizes that certain circumstances such as extended illness or injury may directly impact an individual's performance. Likewise, the Department acknowledges that all faculty members may experience occasional reductions in performance associated with stressful or demanding life events. The FEC will consider such occurrences, and performance expectations will be adjusted as appropriate.

Faculty members shall be judged as teachers on the basis of their effectiveness in preparing and presenting course material, the quality of their objectives, their contributions to academic curricula, advancement of effective pedagogy and other teaching activities. Refer to Appendix A for a list of possible indicators of effectiveness in teaching.

The IPR should include documentation verifying the completion and performance of teaching activities. This documentation might include exhibits from courses, records from classes taught, notes from students, peer evaluations, student evaluation summaries, and other evidence of teaching effectiveness. Judgment of teaching effectiveness may also be based upon, but not limited to:

Peer and administrative classroom visitations

Peer and administrative letters of evaluation and/or recommendation

Peer and administrative evaluation and assessment of course materials

Self-evaluation and assessment

Recommendations of alumni or advisory board

Any other information the applicant deems relevant to his/her professional development, competence, or performance.

In keeping with the Missoula College mission and emphasis on teaching, each faculty member should demonstrate a deep interest in student progress and maintain a responsible and professional relationship with students. It is expected that faculty will schedule 3-4 open office hours per week for student advising. Virtual office hours should be scheduled for online courses. Faculty should ensure equal application of class standards and requirements. Faculty should be aware of student development which may include general academic advising as well as guidance and advice on matters from course selection to potential future goals.

b. Research, Scholarship or Creative Activity

The ACE Department encourages research, scholarship, and creative activities, particularly those activities with an applied/integrated relationship to curricular areas contained within the department. The Department embraces the scholarship of teaching pedagogy as well as the planning and examination of pedagogical procedures.

Evidence of these scholarship activities may be demonstrated by self-evaluation, *peer* evaluation, student evaluation, client evaluation, external colleague evaluation, and/or adjudication. In preparation for their review, candidates for tenure, promotion, or reappointment are expected to provide a file of documented evidence. Refer to Appendix A for list of scholarly activities.

c. Service

The Department recognizes the faculty responsibility to serve students, the University System, and society. ACE expects, unless otherwise specified in a faculty member's specific job description, faculty to serve on committees, attend University functions, and render public service in the area of professional competence(s). When evaluating these expectations, consideration will be given to a variety of activities. Refer to Appendix A for a list of service activities.

Quantitative evaluations of service contributions can be difficult, and any evaluation will include subjectivity. Nonetheless, documented contributions are essential to supporting the measurement of professional and public service. Appropriate documentation may include, but is not limited to: letters of request, appointments, invitations, confirmations, or commendations.

VII. Appointment and Promotion

a. Minimum Eligibility Criteria for Appointment and Advancement

Refer to Sections 9.110 and 10.110 of the CBA for University Standards for Faculty Advancement. These criteria apply to both tenured/tenure-track and non-tenurable or

adjunct faculty who are .5 FTE or higher for the academic year.

Exception to the minimum terminal degree for appointment must be fully justified up through the several levels of promotion or appointment review, with final approval by the Provost.

b. Merit

Merit recognizes strong contributions to the Department and the University. Expectation for merit is above-normal performance in at least two of the three areas of responsibility: **teaching, scholarship, or service**; or normal performance in at least two areas and outstanding performance in teaching. Criteria for judging performance are described in Section IV. An above normal performance in one of the three areas of responsibility alone does not typically justify a merit award. Quality and quantity are deciding factors.

c. Normal increase

A normal salary increase acknowledges normal performance in the three areas of responsibility: teaching, scholarship/creative activity, and professional and public service. A normal increase expects faculty to grow in value to the institution.

d. Less-than-Normal Criteria

A less-than-normal recommendation is indicated when there are deficiencies in the performance in the three areas of responsibility: teaching, scholarship/creative activity, and professional and public service. Deficiencies in carrying out assigned duties include but are not limited to: failure to perform professional duties and/or failure to carry out professional duties in a complete manner. Deficiencies in meeting teaching duties include but are not limited to: failure to meet regularly scheduled courses, failure to advance current discipline-specific content, failure to utilize current and effective pedagogy, failure to conform to the ethics of teaching. Deficiencies in scholarship/creativity and professional growth include but are not limited to: absence of growth in discipline-specific areas of new knowledge and current practices, absence of participation in University activities such as serving on committees and attending University-sponsored activities, and the absence of participation in functions of society that may benefit from faculty's specific expertise.

Less-than-normal recommendation will exclude increase in yearly salary compensation and, if uncorrected, may affect employment. The FEC will recommend that any faculty member who fails to compile the required Individual Performance Record warrants a less-than-normal performance rating.

Section 17.000 of the CBA is followed for tenure review of faculty members receiving a less-than-normal salary increment for three consecutive years.

e. Non-Reappointment

A probationary appointee should refer to Section 9.230 of the CBA for contractual obligations and procedures.

f. Tenure

Faculty are eligible to apply for tenure during the sixth year of service. Prospects are viewed as having long-term potential, remaining productive, and being a positive influence within the institution long term.

If a person is not awarded tenure by the seventh year of service they are given a one-year terminal contract. One can be given a tenure clock extension due to extenuating circumstances. All tenure applications must be in accordance with Sections 9.310 and 9.320 of the CBA.

Granting of tenure reflects not only past performance, but belief in the candidate's potential for significant future professional growth and service to students, to the Department, the Missoula College, the University, and to society in a manner that furthers the mission of the Department of ACE. The recommendation of tenure will be made in accordance with sections 9.310 and 9.320 of the CBA. Because Missoula College and ACE privileges teaching, the candidate for tenure must demonstrate a consistently high level of effective teaching. Refer to Section IV of these Unit Standards: teaching, scholarship, service.

Documentation for tenure awards is guided by Section 9.320 of the CBA and should include items normally included in the IPR (See Section VI of these Unit Standards) with additional evidence of achievements, consistently high level of teaching effectiveness, and recommendations from peers, students, and administration. Items should include, but not be limited to:

- Statement of teaching, research, creative activity, and public service during probationary period

- All course evaluations taught during probationary period

- Peer (UM or MC faculty) observation/evaluation of classroom effectiveness

- Department Chair observation/evaluation of classroom effectiveness

- Vitae of publications, creative work, presentations

- Evidence of recognition in field of expertise

- Three letters of support from the following:

- One letter from another UM or MC tenured faculty member (peers)

- One letter from a current student

- One letter from a UM or MC administrator

Process for applicants failing to attain tenure can be found in Section 9.340 of the CBA.

g. Promotion

Promotion applications must be in accordance with Section 10.110 and 10.210 of the CBA. Documentation should include IPR content with any additional documentation showing teaching effectiveness, scholarship, and service.

h. Credit Toward Tenure

Up to three years toward tenure may be given for full-time service in a tenurable position at another accredited two-year or four-year institution of higher education by agreement

among the faculty member, the Department Chair, the Dean, the Provost, and the President. In addition, all full-time service at Missoula College in a probationary position shall count as service toward tenure. Faculty who are hired into a tenure-track position from a non-tenurable/adjunct appointment may receive credit for prior service toward tenure. Credit for prior service must be determined in writing and signed by the President, the faculty member, the Dean, and the Provost at the time of initial appointment or it will be presumed none was given. Refer to Sections 9.120 and 9.240 of the CBA for further detail.

VIII. Workload

The Department of Applied Computing and Electronics recognizes that the instructional portion of the workload of tenure/tenure-track full-time faculty needs to be sufficient to meet programmatic needs as determined by the Dean in consultation with the Department Chair and individual faculty members. In accordance with Section 6.210 of the CBA, instructional workload is subject to the approval of the Provost.

Within the ACE department, workload is based on a total of 30 workload units or credits per year. While it is not expected that each teaching portion of the workload be identical, assignments should be made relative to the total activity of faculty. Workload for a full-time tenure-track/tenured faculty member appointed to the Department of Applied Computing and Electronics will be:

- 12-15 units/credits of teaching assignments each semester with a maximum of 30 units/credits during an academic year
- Student advising
- Scholarship and creative activity
- Service to the University and community

Workload adjustments (temporary/special cases) will be considered for faculty members engaged in additional activities such as:

- Courses with excessive contact hours, student enrollment, course preparations, or assessment responsibilities (internships, writing designations, capstone-related)
- Grant-related activities
- New program and curriculum development
- Program accreditation and assessment activities
- Special assignments

Redirected workload assignments will be granted for faculty members serving in special functions including, but not limited to:

- Department Chair (6 credits/semester)
- Program Director (3 credits/semester)

Complete role descriptions for Department Chairs and Program Directors are found in Appendix A.

Workload adjustments and/or redirected workload assignments are considered part of the ACE Department faculty workload and are not considered additional, meritorious activities.

Overload compensation within a given semester will be granted for individuals exceeding 30 workload units/credits during any academic year.

Appendix A

1. *Definition of Terminal Degree*

Graduate Degree in a discipline appropriate to the Department

2. *Scope of the Recommendation*

1. Retention
2. Normal or Less-than-Normal Salary Increment
3. Merit Increases
4. Promotion
5. Tenure

3. *Performance Period*

1. Normal or Less-than-Normal Salary Increment: The previous year.
2. Merit: The time since documentation was submitted for the last merit awarded, or for the last promotion, or from the date first hired, and/or including prior service, whichever is shorter.
3. Promotion: All service in the current rank or since the date that documentation was submitted for the last promotion, including prior service.
4. Tenure: The entire probationary period including credited prior service

4. *Teaching Activities*

1. Field-based or off-campus enrichment activities
2. Laboratory design, preparation, supervision, and other associated responsibilities
3. Development of new courses, pathways, and programs of study
4. Coordination, supervision, and evaluation of student research projects
5. Supervision of independent study projects
6. Service as member of undergraduate or graduate student research or project committees
7. Maintenance and/or repair of lab tools and equipment
8. Integrating new technology to improve course delivery and student success
9. Development of innovative teaching materials and pedagogy
10. Active and productive student advising
11. Collegiality with other faculty
12. Collaborative partnerships with external and community organizations
13. Peer evaluations and peer mentorship
14. Instructional materials used by other faculty
15. Participation in professional development activities aimed at improving teaching
16. Supervision of teaching/lab assistants
17. Conducting field trips or scheduling guest speakers
18. Variety of teaching methods for varied learning styles
19. Writing recommendations for tutoring and/or developmental work
20. Actively participating in retention efforts

5. Exhibits Demonstrating Teaching Effectiveness

1. Peer and administrative classroom visitations
2. Peer and administrative letters of evaluation and/or recommendation
3. Peer and administrative evaluation and assessment of course materials
4. Self-evaluation and assessment
5. Recommendations of alumni or advisory board
6. Any other information the applicant deems relevant to his/her professional development, competence, or performance.

6. Research, Scholarship and Creative Activities

1. Demonstrated significant involvement in curricular development and/or review
2. Measures of student achievement such as student performance on nationally standardized examinations
3. Publication such as professionally reviewed and refereed articles, monographs, and books in the candidate's field
4. Invited participation in programs or presentations of papers at professional meetings at the state, regional, national, and international level
5. Participation and leadership in professional societies
6. Significant public service to a faculty member's profession
7. Evidence of outstanding achievement such as awards, patents, and copyrights
8. Seeking and securing professionally reviewed research and/or service training grants, especially extramural awards
9. Continuing education
10. Receiving a graduate or post-graduate degree current and relevant to field
11. Industry certification
12. Writing and submitting grant proposals
13. Achievement awards

7. Service Activities

1. Activities that enhance the reputation of the The University of Montana
2. Contributions of expertise to governmental or non-profit agencies
3. Presentations for continuing education such as extension courses, workshops, seminars, or individual learning activities
4. Presentations within the University to other faculty or to community organizations
5. Service on public advisory boards or committees
6. Participation in UM-M Committees
7. Contributions to curriculum development
8. Involvement in professional and public associations
9. Judging at a science fair
10. Officer in professional society
11. Corporate officer
12. Chair of a Missoula College or UM committee
13. Consulting

8. Job Description: Department Chairperson

The position of Department Chairperson in the ACE Department reports to the Associate Dean of Academic Affairs. Department Chairs provide leadership in curriculum and in faculty

development. They are ten -month personnel who serve as academic administrators and maintain faculty status.

Department Chairpersons assist in implementing faculty personnel policies and supervise curriculum, courses, methods, and delivery of instruction in their department. Chairs provide supervisory leadership for full-time and part-time faculty and provide leadership in academic program development, implementation, and assessment. Duties of the ACE Department Chair include:

- Provides leadership in all aspects of instruction within the Department and ensures that rigorous instructional standards are maintained.
- Working with faculty and Program Directors, the Chairperson is responsible for the assessment of programs and student learning outcomes within the Department.
- Assists in supervising the development and implementation of academic courses and programs and workforce needs.
- Evaluates full-time and adjunct faculty. Makes recommendations regarding reappointment, rank, merit, and promotion.
- Assists faculty in preparing professional improvement plans.
- Assists in the preparation of class schedules including utilization of faculty.
- Responsible for the staffing of part-time faculty within the division with assistance of Program Directors as needed.
- Provides orientation for new part-time faculty with the assistance of program directors as needed.
- Works closely with Retention Director and advisors to ensure student retention and success.
- Collaborates with the Office of Advising in implementing the processes and procedures of student advising.
- Initiates part-time/adjunct faculty contracts.
- Assists in the preparation, review, and revision of college catalog with input from faculty and Program Directors within the Department.
- Arranges for the coverage of classes when departmental employees are absent.
- Assesses the need for and recommends the recruitment of new full-time faculty.
- Serves on search committees.
- Works with Program Directors and performs the responsibilities of the Program Director in the absence of that individual.
- Collaborates with faculty and Program Directors to identify curriculum review and/or propose changes to existing curriculum, and /or develop new courses and/or programs within the Department.
- Coordinates the ordering of course textbooks and other instructional materials and supplies.
- Reviews, coordinates, and recommends faculty requests for purchase of books, periodicals, audiovisual, technology, or other resources.
- Prepares annual and long term operating budgets.
- Prepares and submits regular reports consistent with the requirements of the Associate Dean of Academic Affairs, Dean, Provost's Office, and the President.
- Recommends work study students and temporary employees within the Department.
- Makes recommendations on course waivers, course substitutions, student overloads, audits, and course learning contracts with input from Program Directors.
- Assists in the resolution of student and faculty requests, complaints, and petitions consistent with Department activities.
- Coordinates program reviews by working closely Program Directors. Ensures that programs are relevant and current.
- Assists in the compilation of and analysis of academic reports and surveys. Distributes resulting information to faculty as appropriate.
- Reviews and recommends faculty requests for professional development and/or other funds and forwards to the appropriate office or committee.
- Assumes other duties as assigned by Associate Dean of Academic Affairs and/or Dean.

9. ***Job Description: Program Director***

Responsible for supervising, planning, and coordinating the assigned program.
Represents academic programs at orientation, early advising, and student-related recruiting activities.
Assists the Department Chairperson in the preparation of class schedules including scheduling and utilization of faculty.
Assists in the recommending, hiring, and evaluation of adjunct faculty.
Assists in adjunct faculty orientation and mentoring.
Assists adjunct faculty in all areas pertaining to their instructional assignments.
Recommends members of program advisory committees to Department Chairperson; plans and conducts an advisory committee meeting at least once a year to review curriculum and program needs.
Assists in the review of course revision, curriculum needs, and student retention.
Prepares recommendations and submits to Department Chairperson.
Assists in the preparation of documents for submission to the ASCRC.
Assists in the development, compilation, and organization of all materials necessary for accreditation and program or institutional evaluation.
Assists with the assessment of student learning outcomes and program assessment.
Collects materials and forwards to the Department Chairperson.
Initiates resolution of student and faculty requests, complaints, and petitions.
When assigned by Department Chairperson, develops a plan for the purchase, maintenance, and replacement of furnishings, tools, and equipment for the program.
Plans internships with agencies. Submits agency contracts to Department Chairperson if appropriate.
Represents program to the internal and external community; maintains active community contacts to assist in employment of program graduates.
Assumes other duties as assigned by the Department Chairperson, Associate Dean, or Dean