

Program Director Responsibilities

The Program Director is both a faculty member and an academic administrator who assumes a pivotal role in providing academic leadership, articulating the department's goals and needs, and shaping the vision of the department/program to elevate its educational quality and academic reputation. The core administrative responsibilities of the Program Director encompass, but are not confined to, the following:

- grow and develop the program to enhance its academic reputation and national presence;
- course scheduling and assignment of other responsibilities to faculty;
- manage program budget and allocate resources efficiently;
- annually evaluate faculty performance in teaching, scholarship, student advising, and service. Following the assessment, engage in one-on-one discussions with each faculty member to review the evaluation results and collaboratively formulate improvement plans. The assessment of the Program Director, in conjunction with evaluations conducted by the ARTP committee and the deans, plays a crucial role in fostering the ongoing enhancement of faculty members' performance in teaching, research, and service.
- conduct classroom observation, complete observation reports, review portfolios for reappointment applications, provide written evaluations to Lecturers, and make recommendations on reappointments or non-reappointment of Lecturers to the dean;
- in collaboration with administrative departments, develop and implement plans to recruit, advise, mentor, retain, and graduate students in a timely manner;
- adjudicate students concerns and grievances in a fair and consistent manner while upholding University policies and processes;
- maintain professional decorum and create a climate of collegiality among faculty, staff, and student;
- conduct curricular review and communicate the needs to the WKU Campus Dean who will work with Kean USA for curriculum revisions;
- oversee graduation audit, accreditation process and assessment activities including gathering data and preparing reports;
- appoint faculty search committee and monitor the search progress;
- provide mentorship to new faculty and support professional development;
- conduct program faculty meetings at least once a month;
- supervise administrative staff;
- coordinate with WKU administration on program-related matters;

- establish connections with industry, government agencies, and the local community to develop research collaboration, facilitate technology transfer, and create internship and community engagement opportunities for students; contribute to the technological, economic, and cultural development of the local community through these initiatives;
- foster collaboration with external professional organizations and communities.

These responsibilities will constitute xx% of the Program Director's assigned duties each semester. Consequently, the Program Director will be granted x-credit reassigned time for administrative duties during both fall and spring semesters. Teaching commitments exceeding xx% will be deemed overload assignments and compensated in accordance with standard practices. Approval for overload teaching assignments will be granted sparingly and only under exceptional circumstances. This framework aims to balance the crucial administrative responsibilities of the Program Director with teaching commitments, ensuring an effective and sustainable approach to program leadership.

The minimum and maximum of reassigned credits is 6 and 12 credits respectively for the 10-month contract. The general formula for calculating the reassigned credits for a particular program (for an academic year) is:

$(\text{student enrollment}/100 + \text{faculty number}/4) * 2$. The number is rounded to the nearest 0.5.

Program Directors are required to be on campus at least four days a week (Monday through Friday) throughout the contract period exclusive of University holidays and winter break, with a requirement of at least seven hours per day, to assist faculty and students, and perform administrative duties. Upon receiving approval from the dean, Program Directors have the option to work remotely during the winter semester. However, it is important that they remain available to respond promptly to students and faculty throughout the winter semester.

During the summer, if deemed necessary by the program and upon request from the dean, Program Directors are anticipated to commit to a minimum of three days per week for four weeks following the conclusion of their 10-month contract. This commitment aims to fulfill the administrative responsibilities of the program during the summer period. The summer duty will be remunerated with a 3-credit overload, or alternatively, through approval of the dean, can be exchanged for 3-credit reassigned time in the fall or spring semester.

The appointment of Program Directors is carried out through an internal or external search process. Each term is set for three years, allowing the incumbent Program Director to reapply, alongside other candidates, for the subsequent term. A Program Director can hold the position for a maximum of two consecutive terms. Faculty members with the academic rank of assistant professor or higher are eligible for appointment to the roles of Program Directors. In the event that the program Director position is vacant during the search process, the dean will work with the Vice Chancellor for Academic Affairs to appoint an interim Program Director. The interim Director must be a full-time tenure-track faculty member or a lecturer at WKU. The maximum term for an interim Program Director is one year.