

Policy Number/Title:	2.1.22 Program Directors - Appointment, Roles, Evaluation, and Compensation
Effective Since:	09/03/2025
Last Revision Approved:	09/03/2025
Responsible Office:	Academic Affairs

1. Scope:

Faculty members who take on a secondary appointment as a program director

2. Definitions:

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3. Policy:

Faculty members who take on a secondary role as a program director perform certain administrative tasks, ensure quality in the delivery of academic programs, lead curricular efforts, and many other vital aspects of program viability . Department chairs may serve as program directors of the programs that are housed in their departments as appropriate for the circumstances and unit complexity. Regular review of the need for such roles will occur and involve the Provost, the Dean, and the Department Chair.

4. Procedures:

Appointment: The program director is appointed by the dean in consultation with the chair. Program directors serve three-year terms, renewable annually, and based upon satisfactory evaluation of performance and institutional need. Additional three-year terms may follow the initial appointment. Service as a program director is contingent upon verification of necessary faculty credentials.

Each dean in consultation with the college/school leadership will oversee the development and maintenance of general job descriptions for the role of program director that align with



the guidance provided by the university. Specific responsibilities may be clarified based on disciplinary and/or college considerations.

At the time of the initial appointment and all subsequent reappointments, a letter of appointment will be provided by the college/school defining the expectations and any compensation associated with the role. As part of each annual review, the program director must provide a summary of the work accomplished during the review period. As with all considerations of how work is reported in the faculty review processes, the program director should work with the chair to determine the extent to which the work may or may not be reported as Professional Stewardship. When an academic program is standalone, and under the administrative oversight of the college dean, the role of the program director may include additional responsibilities and a different term of appointment.

Roles and Responsibilities: The primary role of the program director is to foster a quality educational program for students. In general, program directors are responsible for duties such as those listed below and those defined within the unit as appropriate for the role and structure. Each college or school must maintain college specific job responsibilities in the faculty manual or similar repository.

- Provide oversight to ensure program quality from a disciplinary perspective.
- Conduct program meetings and act as liaison between chair and program faculty.
- Support processes associated with changes in the curriculum, degree requirements, etc. that are collaboratively discussed by the program faculty.
- Recommend yearly course offerings, course rotations, and class times to the chair.
- Prepare program reports and facilitate and/or assist with external accreditation activities and/or academic program reviews.
- Take leadership role in recruitment and marketing activities in a manner that facilitates appropriate engagement across program faculty.
- Coordinate program faculty engagement in assessment and accreditation. Take responsibility for finalizing reporting.
- Review program information for accuracy and consistency, both in print and in electronic formats, including catalog and web site content.
- Coordinate advising for the program.
- Additional duties as assigned by the department chair or dean and/or determined by accreditation requirements.

Evaluation: Program directors report on efforts during the reporting period as part of the annual review process and according to practices within the college. Chairs and Deans review program director reports and include an evaluation of the role and outcomes as part

of the written response.

Compensation: Deans in consultation with the Provost and within the available budget, will determine the appropriate compensation model for the role. The nature of programs, accreditation requirements, size of the program, etc. will have a direct impact on the final compensation identified in the appointment letter.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

09/03/2025	Several changes made the appointment procedures and roles and responsibilities. Evaluation and compensation sections simplified to better reflect current practices and give greater flexibility.
04/15/2021	Minor Revisions
01/13/2021	Minor Revisions
09/01/2018	Policy first established

7. Approvals:

Responsible Officer Signature/Date:



8/27/2025

Vice President/Senior Administrator Signature/Date:



8/27/2025

President Signature/Date: