**POSITION DESCRIPTION**

**UNDERGRADUATE PROGRAM DIRECTOR (UPD)**

**DEPARTMENT OF:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term of Appointment: 3 years:**

**T/TT: 30% Teaching, 40% Research, 30% Service**

**Non T/TT: 50% Teaching, 20% Research, 30% Services**

**(one course release per academic year if faculty resources allow and work load is commensurate to a course)**

Characteristic Duties and Responsibilities:

The Undergraduate Program Director, under the supervision of the Department Head, provides leadership, strategic planning, and operational oversight for the teaching and service mission of the designated undergraduate program(s). The Director provides guidance to the Department Head on operational and curricular matters that affect the program such as course calendaring, student recruitment and retention, student advising, and undergraduate student support.

The position of Director requires a participatory leadership and management style; effective interpersonal skills; excellent oral and written communication skills; commitment to the program, department, School, and Institute; the ability to work through complex situations and maintain confidentiality; the capacity for mentorship of undergraduate students; and a commitment to diversity and inclusion. The Director must remain active in research and scholarship and set the expectation for excellence in teaching, research, and service.

Desired Qualifications:

The successful candidate will have a record of achievement in teaching and research, academic leadership, experience with departmental operations, and administrative and interpersonal skills. The candidate should possess a current understanding of the theory, research, and practice that underpins the designated undergraduate program(s), and be able to articulate a vision that sustains the vitality of the program(s) within the context of a world-class technological university.

Specific Responsibilities, decided upon in consultation with the Department Head, may include:

1. Provide regular reports to the Department Head on matters that impact the teaching, research (e.g., URP) and service functions of the department’s undergraduate program(s).
2. With the support of program faculty, oversee and ensure participation in the recruitment, retention, and career development of undergraduate students.
3. Work with program faculty to establish learning objectives and outcomes; oversee assessment and ongoing curricular revisions based on assessment outcomes, and direct or delegate undergraduate student advising in the program(s) to support student retention and timely graduation of students.
4. Work collaboratively with the Department Head and representative to the HASS Undergraduate Curriculum Committee to ensure that all curricular and catalog changes meet the standards of the School and the Faculty Senate Curriculum Committee. The person holding this position may also serve as the departmental representative to the HASS Curriculum Committee.
5. Advise the Department Head on space utilization related to the department’s undergraduate program(s) including classrooms, labs, studios, equipment, and supplies.
6. Serve on committees where undergraduate program(s) representation is important to the functioning of the committee.
7. Recommend program budgets to the Department Head that support program promotion and student recruitment through the annual Performance Planning process.
8. Advise the Department Head on enrollment targets for the department’s undergraduate program(s). As appropriate, serve as liaison to the HASS Manager of Student Services coordinating with the Office of Admissions regarding undergraduate program admission requirements and program marketing.
9. Collaborate with the Manager of Student Services and Associate Dean for Academic Affairs on the evaluation of transfer credit for courses that fall within the scope of the Department.
10. Serve as Degree Clearance Officer for undergraduate programs offered by the Department. Collaborate with HASS Student Services to review transcripts for degree completion.
11. Serve as faculty advisor for incoming students during their first year or delegate advising responsibilities for first-year students to department faculty. After the first year, students will be reassigned to a new faculty advisor based on interests, career goals, etc., unless by mutual agreement it is decided that the student remains with the UPD.
12. Represent the Department, School, and Institute in other matters as appropriate to the role of Undergraduate Program Director.

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_