Procedure Number: 204-B	Effective Date: 29 June 1999
Title: Program Director Position Description and Responsibilities	Revised: 01 July 2010; 10 September 2015; 18 August 2016
Approval Date: 29 June 1999	President's Signature: On File

Program Director Position Description and Responsibilities

GENERAL:
A Program Director at West Liberty University is a faculty member appointed on an annual basis by the President of the University with the assistance and recommendations of the College/School Dean and Provost. Program Director appointments may include a reduced teaching load and an administrative stipend.

Program Directors serve at the will and pleasure of the President and report directly to their Dean. Program Directors must undergo annual review by the Program faculty and annual faculty evaluation by their Dean. Their performance is also reviewed by the Provost. Should a Program Director position be vacated for any reason prior to the completion of the appointed annual term, the President, in consultation with the Dean and Provost, may appoint an Interim Program Director. There is no limit to the number of sequential appointments a person may hold as a Program Director. Program Directors will only be appointed to academic programs that undergo national accreditation review.

QUALIFICATIONS:
A candidate for the position of Program Director must hold full-time faculty status and at least the rank of Assistant Professor at the time of appointment. He/she need not be tenured or tenure-track in order to hold this appointment. A Program Director is expected to hold graduate degree(s) in, or closely related to, the academic area(s) of the Program to be directed. Exceptions to any of the qualifications for Program Director may be granted only by the written approval of the Dean, Provost, and the President.

RESPONSIBILITIES:
A Program Director holds the authority and responsibility for all administrative functions and supervision within the Program. These responsibilities/authorities include, but are not limited to, the following:

1. Providing effective leadership for the program
2. Serving as a liaison among students of the Program, the faculty, and other administrators.
3. Assessing and maintaining physical facilities of the Program, including equipment, supplies, and space, and report, to the appropriate university official, maintenance or service required when necessary.
4. Developing, with Program faculty input, an annual budget request to be communicated to the College/School Dean.
5. Coordinating budgeted Program expenditures.
6. Consulting with Program faculty when writing position descriptions.
7. Chairing the activities of Program search committees.
8. Generating and communicating to the College/School Dean all Program recommendations for hiring, retention, promotion, tenure, evaluation, sabbatical leave, or discipline of Program faculty.
9. Establishing Program teaching assignments and communicating Program course schedule(s) to the College/School Dean.
10. Coordinating and communicating to the appropriate University officer(s) any

accreditation, program review, or assessment(s) required of the Program.

11. Participating in due process required for faculty, students, or staff as described in current policies or procedures.
12. Facilitating recruitment of faculty and students for the Program.
13. Maintaining accurate student and Program records.
14. Coordinating Program curriculum review, revision, and/or development.
15. Developing current and accurate university catalog description(s) of the Program
16. Conducting regular Program meetings and provide for the formal minutes of these meetings.
17. Coordinating and evaluating academic advising of students of the Program.
18. Reviewing, approving, and filing course syllabi of the Program.
19. Reviewing and approving any special course requirements of the Program.
20. Providing documents to faculty personnel files as specified by policy.
21. Participating as appropriate in program, college and university development efforts.
22. Enforcing the University's policies and procedures as well as policies and procedures of the Board of Governors and the West Virginia Higher Education Policy Commission.
23. Performing duties as assigned by the College/School Dean, Provost, or President of the University.