

COLLEGE OF CREATIVE ARTS
RESPONSIBILITIES OF DIRECTORS

(Revised 11/10/16)

DIVISIONAL GOVERNANCE

- Conduct faculty meetings
- Appoint committees
- Develop long-range plans and goals
- Initiate implementation of plans and goals
- Prepare internally and externally requested reports
- Delegate appropriate responsibilities
- Encourage faculty generation of ideas
- Serve as principal liaison for School with university administrators and agencies, community constituencies, parents, and external organizations
- Serve as advocate for the School

ACADEMIC AFFAIRS

- Plan coordination of course offerings
- Assign courses
- Schedule classes
- Review and monitor non-traditional course offerings
- Supervise review, evaluation, and implementation of academic programs and policies

FACULTY AFFAIRS

- Assist in faculty recruitment
- Participate in hiring faculty
- Assign and monitor faculty teaching loads
- Evaluate faculty performance
- Make tenure, promotion, and merit pay recommendations
- Adjudicate faculty difference and conflicts
- Promote affirmative action
- Support faculty research and creative activity
- Encourage faculty professional development
- Monitor the internal organization of the unit to ensure effective operation and communication; make and review administrative appointments as appropriate

STUDENT AFFAIRS

- Supervise student recruitment and selection
- Coordinate advising procedures
- Adjudicate student grievances
- Address matters of grade appeals, academic dishonesty, and discrimination

BUDGET AND RESOURCES

- Seek faculty input on budget requests
- Prepare and defend School budgets
- Develop and maintain accounting systems
- Administer budgets
- Monitor expenditures
- Assist in fund-raising activities
- Coordinate scholarship awards
- Assist with fund-raising and development activities; strengthen ties with the alumni/ae, community and area teachers

OFFICE MANAGEMENT

- Supervise management of supplies, facilities, and equipment
- Participate in staff selection
- Supervise and evaluate clerical and technical staff