Program Director Guidelines
Fall 2004

FACULTY/STAFFING
Submit proposals for replacement and new positions
       Sample proposals from the COV binders are available in the dean's office
Submit two-year staffing plans as per curriculum document
       Sample plans are available in the dean's office
Long range planning
Chair searches
Greet and orient new faculty in program
Mentor new faculty in the program
Coordinate sabbatical and leave-of-absence semesters to avoid overlap
Advise dean of renewal terms for visiting faculty on year-to-year appointments

CURRICULUM
Coordinate course offerings, balance, range of courses at different levels, across different days of the week
Coordinate course offerings with cognate programs
Coordinate faculty sabbaticals and leaves of absence
Coordinate course offerings across 3-2, 2-3 loads to include sabbatical sequencing (see AAUP contract)
Monitor class size
Review enrollments and enrollment patterns
Review grading patterns by faculty member and department (to include incompletes)
Submit courses to division for approval; then to Registrar
Proof entries in course book
Review copy for Bard College Catalogue each year; update
Review copy for Advising Guide each year; update
Coordinate first-year seminar offerings from program with First-Year Seminar directors

ACCREDITATION
Provide materials to Middle States for ten-year review (2005-06)
Provide materials to Middle State for Periodic review (2001-02)

EVALUATION
Work with divisional chair to assign/arrange class visitors during evaluation and preevaluation semesters
Convene program faculty to write program letter to the file for evaluation
Sometimes serve as faculty evaluator (if tenured) for pre-tenure faculty in the program
Review SOTC forms for pre-tenure and visiting faculty in the program
Review CEC files for visiting faculty; meet with visiting faculty to review completed CEC file

ROUTINE
Budget
Submit budget on BIP (early February)
Monitor expenditures monthly on BIP
Submit requisitions for program with original receipts plus one duplicate set
Monitor work-study expenditures; submit requisitions
Calculate program equipment/software needs
Establish/review lab/studio fees for students

Events

Arrange for a program member to:

       Coordinate speaker series, colloquia, and interprogrammatic/divisional wide events
       Represent program at Academic Orientation Sessions during Language and Thinking Program
       Represent program on Family Weekend (October)
       Represent program during Moderation Sessions
       Represent program during Admissions Open House (April)

Informational

Set up and update websites
Track senior project titles
Track student prizes
Track student plans after Bard College
Keep track of students in graduate school
Keep track of fellowship winners/applications
Transmit data to Associate Dean/Career Development and Alumni Affairs

Student Needs

Track student moderations and make sure they occur before Junior I
Arrange moderation boards (some programs)
Coordinate meeting to assign senior project grades for the program (some programs)
Track senior students and make sure they have an adviser
Coordinate advising
Track mid-way review boards

Meet with students interested in concentrating in the program
Meet with transfer students interested in the program

Work with Admissions to meet with and correspond with prospective and accepted students interested in a concentration in the program

Work with (and delegate within) program faculty to arrange special events with students <u>such as:</u>
       Weekly lunches
       Moderation events
       Senior events
       First Year orientation to programs
       Language tables
Graduate school advising in discipline/program
Coordinate undergraduate research opportunities and meeting attendance
Solicit names of students for divisional and program prizes and awards; collect biographical nomination information and submit to Dean's office. Biographical statements go to development for inclusion in our letters to the donors

Commencement

Encourage program faculty to attend baccalaureate and commencement