Procedure for Program Director and Program Coordinator Selection
College of Humanities, Arts, Behavioral & Social Sciences
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Program Directors (PDs) are faculty who are administrative leads for academic programs that offer degrees. Reporting to the Dean, PDs are responsible for oversight of a program with duties including but not limited to the following: hiring, supervision, and evaluation of lecturer faculty, schedule building, budget management, curriculum development, collaboration with departments and programs, and program leadership. Because PDs' work involves hiring and supervision of faculty (with associated budgets), they will attend the meetings between the Dean's Office and Department Chairs.

Program Coordinators (PCs). are faculty who are administrative leads for academic programs that do not offer degrees (e.g., minors).   Reporting to the Dean, PCs are responsible for oversight of a program with duties including but not limited to the following: Curriculum development, collaboration with departments and programs,, and program leadership.

I. Appointment and Term Length

PDs and PCs are appointed by the Dean to serve 3-year terms. Appointments will be informed by the recommendations of the eligible program faculty (below). The Dean must approve terms of a different length in writing.

II. Eligible Program Faculty

Some Programs feature a core disciplinary focus and a core of primary faculty, drawn from a single Department, who are affiliated with the Program as their primary faculty assignment. (The Programs in the Visual and Performing Arts Department provide several examples.) In these cases, eligible Program faculty may be limited to members of that single Department, with expertise in the relevant discipline.

Other Programs (typically more interdisciplinary in character) draw affiliated faculty from various Departments. In such Programs, it is the responsibility of PDs and PCs, at the beginning of each academic year, to survey all CHABSS tenure-line and lecturer faculty (and those in other colleges if the program is inter-collegiate) and assemble a roster of all faculty who express an interest in affiliating with the program. *It is the responsibility of the program to develop a process for selecting affiliates, but the College encourages a spirit of inclusivity to inform the selection process.* The names on this roster will be eligible to nominate and vote for PDs and PCs. If the program has not updated the roster during the academic year, the

current PD or PC (or Dean's Office in the absence of a PD or PC) will be responsible for assembling a current roster for use in selecting a new PD or PC.

III. Nomination

Candidates for Program Director or Program Coordinator may be self-nominated or may be nominated from "eligible program faculty." Nominees for Program Director must be tenured or probationary faculty from the "eligible program faculty." For Program Coordinators, any full-time lecturer, probationary, or tenured faculty member from the "eligible program faculty" may be nominated. The nominee(s) must give permission before a name is placed on the ballot. The nomination period must be open for a minimum of one week. The Dean's Office will collect nominations.

IV. Voting

Once the nominees have confirmed their willingness to serve and for their names to be placed on the ballot, the recommendation by ballot will be open for a period of one week. All eligible full-time program faculty will have one full vote; all part-time lecturers will have one-half of a full vote. The Dean's Office will conduct the balloting, which will be open for a period of one week.