

## **Article 12 - Academic Leadership Roles**

This article includes a description of the responsibilities and the compensation structure for the academic leadership roles that may exist within an academic department. These roles include Department Chair, Assistant Department Chair, Program Director and Lead Faculty. Faculty will be contracted for only one Academic Leadership position at a time. Exceptions for extenuating circumstances must be approved by the Vice President of Academic Affairs prior to offering a contract consisting of multiple Academic Leadership positions at a time.

The Academic Leadership Role, assigned bargaining unit member, and the final allocation of release time will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage. Academic Leadership Role job descriptions will be published and kept updated on the Faculty Infobook website and linked from the Vice President of Academic Affairs webpage.

### **Program Director**

#### **Section 1. Job Description**

A. It is the responsibility of the Dean to provide the approved descriptions of the responsibilities that accompany Program Director reassigned time, and to ensure faculty who accept Program Director reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Program Director status is being assigned and accepted.

B. The Program Director role is a subject matter expert (SME) that is responsible for the day-to-day coordination functions of the program, while assisting the Department Chair and Dean in the program activities, events, and operations. The Program Director assists with the development of the course schedule for the program, including classes and labs. The Program Director plays an active role in faculty and staff recruitment, and training. This position works with students, other faculty, other program directors, the school Dean, classified staff, professional staff, college Vice-Presidents, college President, and community stakeholders/leaders.

#### **Section 2: Major Responsibilities**

A. Assist the department chair in managing the day-to-day operational aspect of the program.

B. Analyze programmatic needs and ensures program alignment with industry standards and accreditation standards, meeting all standards as outlined by accrediting bodies.

C. Recruit, screen, and recommend the hiring of part-time faculty to the Department Chair. Supervises and evaluates part-time faculty and student workers as needed and as delegated by the Department Chair.

- D. Assists the Chair with day-to-day supervision of part time faculty.
- E. Provides program budgetary oversight but might not be the account manager. (Lab fees and other program budgets are provided to the Program Director every semester by the Department Chair).
- F. Provides support to the Department Chair in day-to-day activities, addressing program/department specific matters and concerns, procurement, and representing the Chair in meetings as necessary.
- G. Actively supports faculty development for both full and part-time personnel, monitoring communication protocols, while maintaining and reviewing part time faculty credentials.
- H. Actively participates in curriculum development and review, while reviewing and adopting textbooks.
- I. Serves as liaison between students and the program/department to address student concerns and guides students on programmatic requirements. Serves as student advisor for the affected program.
- J. Leads the daily operational aspects of the program and its facilities and equipment.
- K. Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards.
- L. Participates in grant development and writing as required.
- M. Assists Department Chair in monitoring effectiveness of curriculum and facilities of the program/department while assisting the department in unit planning, strategic planning, and accreditation efforts.
- N. In conjunction with the Department Chair provides support for post-semester activities, including ongoing student recruitment.
- O. Develop program protocols and procedures for safety of students within program courses and labs. Monitor all aspects of safety.
- P. Demonstrates a commitment to diversity, equity, and inclusion.

ANNUAL PROGRAM DIRECTOR RE-ASSIGNED TIME IU's

NAME	DEPARTMENT	PROGRAM	Total Re-assigned Time IU's for 2023-2024 Academic Year
	Communication	N/A	0
	English	N/A	0
	World Languages	N/A	0
	Fine Arts	N/A	0
	<b>TOTAL ARTS &amp; LETTERS</b>		<b>0</b>
Matthew Munsell	Accounting, Finance and Computer Office Technology	Accounting	6
Mary Ann Hughes Butts	Business Administration	Business	6
Braiden Green	Criminal Justice & Emergency Services	EMS	12
Eric Aker	Criminal Justice & Emergency Services	Fire	8
John Metcalfe	Hospitality Management	Culinary	12
Vivienne Sario	Hospitality Management	Integrated Resorts	12
	<b>TOTAL BUSINESS, HOSPITALITY, PUBLIC SAFETY</b>		<b>56</b>
Karen Kikta	Nursing	Registered Nursing	30
Emelda Jones	Nursing	BSN	8
Evette Fueniss	Nursing	Practical Nursing	8
Claudette Lachowilz	Nursing	Certified Nursing Asst.	10
Michelle Vargas	Dental Sciences, Diag. Eval. & Rehab. Services	Dental Assisting	10
Missy Abel	Dental Sciences, Diag. Eval. & Rehab. Services	Dental Hygiene	12
Heidi Schneiter	Dental Sciences, Diag. Eval. & Rehab. Services	Medical Lab Sciences	10
Joann Gutschick	Dental Sciences, Diag. Eval. & Rehab. Services	Physical Therapy	8
Scott Helkka	Dental Sciences, Diag. Eval. & Rehab. Services	Ophthalmic	8
Brooke Chapman	Dental Sciences, Diag. Eval. & Rehab. Services	Radiation Therapy	10
Lorraine Brown	Health Related Professions	Health Information Tech	10
Tracy McCord	Health Related Professions	Sonography	10
Cris Aguilar	Health Related Professions	Surgical Tech	10
Jessica Dycus	Health Related Professions	Medical Assisting	8
Tracy Sherman	Health Related Professions	Cardio Respiratory	10
Dennis Olsen	Health Related Professions	Veterinary Nursing	8
	<b>TOTAL HEALTH SCIENCES</b>		<b>170</b>
	Biological Sciences	N/A	0
	Mathematics	N/A	0
	Physical Sciences	N/A	0
	<b>TOTAL MATH &amp; SCIENCE</b>		<b>0</b>
Glen Hortizuela	Applied Technologies	Engineering Tech	10

Matthew Aschoff	Applied Technologies	Industrial Tech	10
Scott Bennett	Applied Technologies	Transportation Tech	10
Kevin Putnam	Applied Technologies	HVAC & Construction	10
Eve Taghva	Computing & Information Tech	Software/Programming	6
Karen Ahern	Computing & Information Tech	Networking	6
Arthur Salmon	Computing & Information Tech	Cybersecurity	6
Mark Taormino	Computing & Information Tech	Digital Literacy	6
Charle Lohman	Media Technologies	Photography	7
Sean Collett	Media Technologies	Videography	7
Daniel McElhattan	Media Technologies	Graphic Design	7
<b>TOTAL ADVANCED &amp; APPLIED TECH</b>			<b>85</b>
Denise Sidney	Education	Social Sciences	8
	Human Behavior	Social Sciences	0
	Social Sciences	Social Sciences	0
<b>TOTAL EDUCATION, BEHAVIORAL &amp; SOC. SCIENCES</b>			<b>8</b>
<b>2023-2024 TOTAL PROGRAM DIRECTOR RE-ASSIGNED TIME</b>			<b>319</b>