

Creighton College of Arts & Sciences

Policy on Program Directors

Rationale:

Directors of both Inter and Intra-disciplinary programs are integral to the success of the many programs that the College has to offer. Some programs in the College, particularly those that are large or have unique circumstances, may receive support from the College for a program director. Because program directors have varied responsibilities and challenges, their compensation will also vary. This policy identifies a method by which this compensation may be calculated.

Scope:

This policy pertains to all undergraduate major programs of study in the College of Arts and Sciences, but may also pertain to some graduate programs at the discretion of the Dean.

Definitions:

A *Program* is a group of academic courses that leads to a particular major, minor or certificate. A program can be offered at the undergraduate or graduate level and may reside within a department or be identified as interdisciplinary, drawing on various departments. Programs are not able to hire full or part time faculty. Needs for program staffing should be handled by the relevant Department Chair in Collaboration with the Program Director.

A *Program Director* is a faculty member who leads and is responsible for the majors, minors and/or certificates granted by a program. A program director will hold a faculty appointment within an academic department where they receive their contracts and are reviewed. Faculty appointments are not made within programs.

Departments are the academic division where faculty appointments are made.

A *Stipend* is a monetary disbursement above and beyond a faculty member's normal salary, which is given as compensation for duties outside the scope of the faculty member's ordinary duties, as described in the Faculty Handbook.

Policy:

Eligibility.

Program directors are appointed by the Dean, in consultation with Chairs and other appropriate personnel. While departments may recommend a program director for any program, the program director will normally be eligible for support from the College only if the program is a stand-alone undergraduate major that has graduated an average of four students per year in a three-year rolling average or be a new program.

Eligibility for College support for current programs will be reviewed every three years by a group consisting of the Associate Deans and the Director of Finance for the College. New programs requesting support for a program director will also be reviewed by this group and will be reviewed again five years after approval.

Duties.

Duties of program directors will vary depending upon the program but may include the following: Curriculum review and revision, review of major applications, senior checks, coordination of faculty who

teach in the program, and program assessment. Program directors will not participate in annual review of full-time faculty but may help recruit and recommend part-time faculty to the department chair.

Compensation.

Program directors will be compensated based on a rolling 3-year average of degrees granted in the program and will follow the schedule below. Number of degrees granted in the program cannot be counted both for program director compensation and to determine whether the department is eligible for an associate chair.

4-8 majors/year:	\$2,500
9-14 majors/year:	\$5,000
15-20 majors/year:	\$7,500
>20 majors/year:	\$10,000

Tenure.

Program directors receiving compensation will be appointed by the Dean, based on recommendation from the Director's chair and their tenure will vary based on the needs of the program but will be reviewed every three years.

Procedure:

New programs wishing to have a College-supported program director must have the prospective program director submit a request for support of a Program Director by Sep 1st of the previous academic year to their respective Associate Dean. This request will be considered by all of the Associate Deans, as well as the Director of Finance and Assistant Dean for Operations for the College, and the program director will normally be informed during the Fall semester whether they are approved for support for the next academic year.

Programs that currently have College-supported program directors will be reviewed for compensation adjustments effective for the AY 19-20 contracts. They will thereafter be reviewed for compensation adjustments every three years by all Associate Deans, the Director of Finance, and Assistant Dean for Operations for the College, or earlier if deemed necessary. If compensation is to be adjusted, the respective associate dean of the program will notify the program director of the adjustment within one month of the review. Reviews of program director compensation will normally take place in the Fall semester for the next academic year.

Course releases for Program Directors will not normally be given. Request for a course release, in lieu of stipend, should be submitted to the appropriate Associate Dean by Sept. 1 for consideration for the following academic year. These requests will be reviewed by a group consisting of all Associate Deans, the Director of Finance, and Assistant Dean for Operations for the College. If a course release is granted, it will be reviewed every two years or as needed.

Exceptions:

Any exceptions to the above policy or procedures must be requested and granted by the Dean in consultation with the Associate Deans, the Director of Finance, and Assistant Dean for Operations for the College.