



Office of Human Resources

Position/Role Description Title: Program Director (Instructional Faculty)

Position/Role Summary:

The Program Director role is a subject matter expert (SME) that is responsible for the day-to-day management functions of the program, while assisting the Department Chair and Dean in the program activities, events, and operations. The Program Director manages the program schedule, including class and lab assignments. The Program Director plays an active role in faculty and staff recruitment, supervision, 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.

Major Responsibilities*:

- Assist the department chair in managing the day-to-day operational aspect of the program.
- Analyze programmatic needs and ensures program alignment with industry standards and accreditation standards, meeting all standards as outlined by accrediting bodies.
- Recruit, screen, and recommend the hiring of full and 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.
- May provide day-to-day supervision of full-time faculty.
- Provides program budgetary oversight. (Lab fees and other program budgets are provided to the Program Director every semester by the Department Chair).
- 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.
- Actively supports faculty development for both full and part-time personnel, monitoring communication protocols, while maintaining and reviewing faculty credentials.
- Actively participates in curriculum development and review, while reviewing and adopting textbooks.

- 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.
- Provides facility oversight and management for the program.
- Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards.
- Participates in grant development and writing as required.
- 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.
- In conjunction with the Department Chair provides support for post-semester activities, including ongoing student recruitment.
- Develop program protocols and procedures for safety of students within program courses and labs. Monitor all aspects of safety.
- Compensation for Program Directors is to follow Article 13 of the approved NFA Collective Bargaining Agreement.
- Demonstrates a commitment to diversity, equity, and inclusion.

**--Major responsibilities are representative of the primary duties assumed and carried out by the Program Director in adherence with Article 24: Work Out of Title, of the approved NFA Collective Bargaining Agreement..*