

## DIRECTORS OF GRADUATE PROGRAMS

### **PREAMBLE**

Traditional practice in higher education is to have faculty leadership of graduate education in the department or other academic unit even in those cases where there is a department chair or other position with responsibilities for leading the undergraduate program or the program as a whole.

As we define the role of Director of a Graduate Program, it is important to recognize that Stockton has two different types of graduate programs: those housed within an undergraduate program and those that are graduate only. There may be other models developed in the future. In addition, the nature of the Director's role will vary from discipline to discipline, because of unique circumstances of accreditation, licensure, utilization of clinical placements, responsibility for recommending certification, and other matters.

Despite these variations, there remains a core set of responsibilities that are essential to offering graduate programs. These include:

- Establishing a consensus on the mission and direction of the program consistent with the College's graduate mission as well as community, faculty, and student interests.
- Providing and regularly updating a curriculum appropriate to the field of study, and scheduling courses in a pattern that meets students' needs.
- Maintaining a faculty qualified to teach the discipline at the graduate level and sufficient to cover all areas of the curriculum. Maintaining a culture of scholarship and activity within the profession among faculty and students appropriate to the discipline and the level of the program.
- Recruiting and admitting students able to benefit from and contribute to the program, and providing them with appropriate supports, including advising. Monitoring their progress through the program.
- Defining student learning outcomes appropriate to the program mission and the discipline, and assessing students' achievement of these.
- Assuring that the program is eligible for accreditation or re-accreditation if needed and that students completing the program are qualified for any certifications applicable to the field of study.
- In collaboration with other graduate programs, supporting the overall quality and vitality of graduate education at the College.
- In conjunction with the supervising Dean, establishing and working with an appropriate advisory body, and working with other appropriate constituencies in the community.

I.

Determination of Which Graduate Programs Shall be Supervised by Directors of Graduate Programs

Each graduate program in operation at the time of the execution of this Agreement shall have a Director of Graduate Program. In the future, the President of the College will determine, based on his or her academic judgment, which programs shall be led by a Director of Graduate Programs.

II.

Process of Selection of Directors of Graduate Programs

If the President determines that a program of graduate studies shall be led by a Director of Graduate Program, the Director of Graduate Program shall be selected in accordance with the following procedure:

1. Except for those graduate programs for which the President of the College determines that the Director of Graduate Program should be less than a full-time member of the faculty, the Director of Graduate Program shall be elected from among the members of the faculty who satisfy the criteria set forth in Section 2 below. Prior to the initiation of this process, the President or his/her designee shall meet with the members of the graduate program eligible to vote to address concerns, if any, regarding the election procedures and to consult concerning the criteria for selection of a Director. In the event individuals from outside the graduate program are to be nominated, the members eligible to vote shall be provided with comprehensive, relevant information regarding those candidates' qualifications.
2. The members of the College faculty who have taught or developed an approved graduate level course in that program or participated actively on a committee dealing with graduate education during the immediately preceding three calendar years shall be eligible to vote for the Director of Graduate Program. If a particular graduate program has not been in existence for three years, any faculty member who has taught one graduate level course within that program shall be eligible to vote for the Director of Graduate Program.
3. The Divisional Dean in charge of the Graduate Program and Dean for Graduate Studies shall announce the period during which nominations for Director of the Graduate Program may be made. Nominations for Director of Graduate Program may be made by the President of the College or his or her designee or by any member of the program faculty who is eligible to vote for Director of the Graduate Program. Nominees

will be screened by the Dean for Graduate Studies to ensure that they meet requirements of professional accrediting agencies.

4. Directors of Graduate Programs are recommended for appointment to the President by simple majority of a quorum of at least three quarters (3/4) of the graduate program faculty in an election to be held during the month of April. The election is to be conducted by the appropriate Divisional Dean who is responsible for certifying and transmitting the program faculty's recommendations to the President.
5. It is understood by the parties to this Agreement that in the event a graduate program faculty is unable to recommend an eligible faculty member to serve as Director of the Graduate Program, appointment of a Director of Graduate Program will be made by the President of the College after consultation with appropriate College officers. Faculty members so selected retain the right to refuse to accept an appointment to serve as Director of Graduate Program in which case the Divisional Dean or his or her designee will serve until a Director of Graduate Program is appointed by the President.
6. In the event the President of the College rejects an elected individual, the President or his/her designee must deliver his/her reasons, either formally in writing or informally in person, to those eligible to vote at a meeting called for that purpose. The President may select another person to serve as the Director of Graduate Programs, after consultation with appropriate College officers. Faculty members so selected retain the right to refuse to accept an appointment to serve as Director of Graduate Program.
7. Directors of Graduate Programs shall serve a term of three years, commencing on September 1 next following the election. Those programs headed by a Coordinator will follow the same term limits and structure as set forth herein.

### III.

#### Eligibility Requirements for Selection as Director of Graduate Program

To be eligible for selection as Director of Graduate Program, a faculty member must satisfy all of the following criteria:

1. Be a tenured faculty member at The Richard Stockton College of New Jersey possessing the rank of Professor or Associate Professor and hold a terminal degree within an appropriate discipline. The President of the College, upon the advice of the program, may make an exception to the requirement that the Director of Graduate Program be a member of the tenured faculty where the

President determines that a person with different credentials may serve as Director of Graduate Program.

2. Have taught at least one graduate level course in each of the prior three calendar years.
3. Be in good standing.
4. Satisfy any specific criteria established by any outside accrediting agency.
5. Possess an active record of quality scholarship.
6. Show evidence of administrative leadership, such as through successful faculty leadership position, Program Coordinator, Divisional, or College-wide committee assignment or leadership, or leadership in a regional or national professional or scholarly organization.
7. No person shall serve as Program Coordinator and Director of a Graduate Program concurrently.

#### IV.

##### Responsibilities of Position of Director of Graduate Program

The following shall constitute the position description of the Director of Graduate Program:

1. Conduct those meetings of the Graduate Program faculty deemed necessary or deemed necessary by the Dean of Graduate Studies, Divisional Dean or Program Coordinator, keep records of its deliberations, and communicate regularly the results of these deliberations to the to the supervising Divisional Dean and to the Dean for Graduate Studies with a copy to the Program Coordinator.
2. Coordinate advising and assign advising responsibilities to ensure that all advising obligations are met including graduation certifications.
3. Take responsibility to ensure a viable intellectual environment among students and faculty consistent with the graduate mission of the College and Program.
4. Ensure that Program reporting requirements are met. This will include, but not be limited to, the preparation of the State-mandated five-year program self-study, annual program report to be submitted by June 20 and necessary revisions in accreditation self-study, Program Guide, College Bulletin, applicable Program publications and pertinent Admissions information. These are to be submitted to the Dean for Graduate Studies and the supervising Divisional Dean.
5. Under the guidance of the Dean for Graduate Studies, establish program policies and supervise their implementation in areas such as admissions, student aid, orientation and registration. In consultation with the supervising Divisional Dean and the Program Coordinator, develop program course offerings, develop resources and facilities for the graduate program, and provide regular liaison with the Division of Student Affairs and outreach into the larger community.

6. In conjunction with the supervising Divisional Dean, establish a schedule of courses over a 3-year cycle to ensure that the Program faculty meets instructional offerings and requirements.
7. Act as liaison, when appropriate, to other Programs or College offices with regard to matters of implementation which impact the quality of operations in the Graduate Program.
8. Assist with the transmittal of information and instructions, as appropriate, from the Divisional Dean, Dean for Graduate Studies, Program Coordinator and other officials of the College to members of the Program.
9. Consistent with the College's Policies and Procedures, coordinate the recruitment and hiring of Program faculty (including adjuncts). Make recommendations on the appointment of Program faculty (including adjuncts) and transmit recommendations on Program staffing needs to the Divisional Dean.
10. As required, meet with the Divisional and Graduate Deans to establish goals and objectives for Program, discuss budgetary requests, and review progress of the Graduate Program.
11. In conjunction with the Divisional Dean, oversee implementation of established Program budget.
12. As required by the Dean for Graduate Studies, meet with the Dean for Graduate Studies to coordinate goals and objectives for College-wide graduate education and review progress of graduate education. Provide to the Dean for Graduate Studies all information deemed by the Dean for Graduate Studies as necessary for the proper coordination of College-wide graduate education.
13. The Chair of the Graduate Program shall report directly to and be responsible to the Divisional Dean and shall participate in any and all meetings designed to coordinate graduate level programs as may be called by the Dean for Graduate Studies from time to time.
14. In the event of a dispute between the Program Coordinator and the Director of Graduate Program that cannot be resolved between them, the issue shall be presented to the Divisional Dean who shall resolve the issue, in consultation with the Dean for Graduate Studies.

## V.

### Compensation for Directors of Graduate Program

1. During the academic year, the Director of the Graduate Program will receive payment for his or her services as Director as released time. Each Director shall receive, at minimum, one course released time during each

academic semester. If additional released time is required by an accrediting organization in order to maintain the accreditation status of the program, such released time will be provided.

2. During academic years in which the Graduate Program is undergoing a five-year review or an accreditation process, the Director shall receive one additional course released time (during a semester determined jointly by the Dean and Director) to administer the process.
3. During the academic year, the Director of Graduate Program of each program with more than forty (FTE) students enrolled during the academic year will receive an additional payment for his or her services as Director in the amount of \$3,000.00 (prorated for less than an academic year in service as Director).
4. During the summer, the Director of the Graduate Programs of each Program with a summer academic program will receive payment for his or her services as Director during the summer in an amount of \$4,000.00.
5. During the summer, the Director of the Graduate Program with more than twenty-five (25) FTE students enrolled in the summer will receive additional payment for his or her services as Director during the summer in an amount equivalent to one summer course at the senior rank.

AGREEMENT REACHED THIS 6<sup>TH</sup> day of May, 2004.

FOR THE STOCKTON FEDERATION OF TEACHERS

FOR THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

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