

GRADUATE STUDIES DIRECTOR

November 30, 2020

Director of Graduate Studies Job Description

The director:

- *collaborates with undergraduate directors for programs that offer graduate and undergraduate degrees*
- *oversees the daily operations of the graduate programs*
- *works with faculty members to develop and implement curriculum*
- *is responsible for supervising, supporting and facilitating the work of the faculty*
- *represents the programs to both internal and external constituencies*
- *applies leadership skills toward strategic planning for the programs, in collaboration with the appropriate Undergraduate Directors and the Dean*
- *advances the development of architectural pedagogy and aids the Director of Industrial Design in pedagogical development of the Industrial Design program*
- *works with the Dean in the development of the Graduate Studies budget*
- *assists in the:*
 - *recruitment of faculty,*
 - *hiring of faculty,*
 - *hiring of instructional faculty,*
 - *hiring of adjunct staff*
- *assists and advises in various tasks relating to:*
 - *recruitment,*
 - *admissions,*
 - *graduation,*
 - *internal / external communication*
- *oversees accreditation (NAAB or NASAD) reviews*
- *conducts and oversees Graduate School degree reviews/reports every 10 years*

In addition, the director:

- *promotes the programs nationally and internationally*
- *engages with national and international peer programs*
- *leads strategic planning for the graduate Architecture degrees and works with the Director of Industrial Design on strategies for the ID graduate program, in alignment with the College Strategic Plan and in support of the University Strategic Plan*
- *advances research*
- *makes recommendations to the Dean on faculty and coordinator appointments*
- *conducts three-year review of coordinators' performance*
- *acts on requests/directives of UH Graduate School*
- *plans jury week, receptions, special events*
- *oversees digital student work collection*
- *assists the Associate Dean for Academic Affairs with annual NAAB APR reports*
- *maintains oversight responsibility for special projects such as the Hines Competition*

Special Projects may include:

- online programs
- summer program in Architecture leading to possible three-semester format
- Design/Build Studio
- UG BEDA to grad ladder
- certificate programs to degree options

As faculty member, the director:

- has a reduced teaching load to two courses per year as compensation of his/her administrative duties
- engages with research and practice
- participates in college faculty meetings
- serves on college and/or university committees