

INDUSTRIAL DESIGN DIRECTOR

September 22, 2021 (rev.)

Director of Industrial Design Job Description

The director:

- *oversees the daily operation of the undergraduate and graduate ID programs*
- *collaborates with the Director of UG Architecture, the Director of Interior Architecture and the Director of Graduate Studies*
- *works with faculty members to develop and implement curriculum*
- *is responsible for supervising, supporting and facilitating the work of the faculty*
- *represents the architecture program to both internal and external constituencies*
- *applies leadership skills toward strategic planning for the program in alignment with the College Strategic Plan and in support of the University Strategic Plan*
- *advances the development of design pedagogy in the Undergraduate and Graduate Programs.*
- *assists in the development of the program budget.*
- *assists in the:*
 - *recruitment of faculty,*
 - *hiring of faculty,*
 - *hiring of staff,*
 - *hiring of instructional faculty*
- *assists and advises on various tasks relating to:*
 - *recruitment,*
 - *admissions,*
 - *graduation,*
 - *internal / external communication*
- *oversees NASAD accreditation reviews, in collaboration with Interior Architecture, and the Katherine G. McGovern College of the Arts.*

In addition, the director:

- *promotes the program nationally and internationally*
- *works with the Research Liaison Officer to identify sponsored projects/studios*
- *engages with national and international peer programs*
- *advances research and assessments of other undergraduate programs of peer institutions nationally and internationally*
- *advances the development of program academic year and long-term agendas*
- *advances the development of programs assessment*
- *advances the development of program tools (charts, prospectus, pamphlets, others) to promote internal discussions and external communication and promotion*
- *Oversees collection of digital student work*

- makes recommendations to the Dean:
 - on coordination of academic areas and studio levels
 - on coordinator appointments
- makes recommendations to the Dean:
 - on faculty teaching loads and distribution
 - on programming academic years
- assists institutional requests of programs
- works with the director of Graduate Studies on degree reviews

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