

JOB DESCRIPTION: OTHER DUTIES

JOB TITLE: Art & Design Executive
DEPARTMENT: Arts & Sciences, Fine & Performing Arts
REPORTS TO: Dean of Arts & Sciences and/or Vice President of Academic Affairs

FLSA: Exempt
LEVEL: Faculty
DATE EFFECTIVE: 2/7/24; 07/01/19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Art & Design Department. This position has responsibilities for day-to-day oversight and long range planning, assessing, and visioning of the Art & Design program. This position also maintains and ensures compliance of Accreditation through the National Association of Schools of Art and Design (NASAD). The faculty member’s teaching assignment may be contractually reduced by annual agreement and/or compensation to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall activities of the Art & Design Department.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools and transfer schools. Maintain efficient programs of study and transfer agreements, while working with primary Academic Advisors.
- Lead efforts to assure program alignment with NASAD accreditation standards.
- Ability to communicate and work collaboratively with faculty, staff, sending schools, and transfer schools.
- Develop articulation agreements and course equivalencies with our sending and transfer schools.
- Collaborate with potential employers to develop ongoing competency needs for graduates.
- Assist in conducting comprehensive review and annual assessment activities following Art & Design’s assessment plan and rotation.
- Manage and contribute to the submission of the annual HEADS data report.
- Oversee accreditation activities and maintenance reporting for the external accreditation process (NASAD).
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Assist with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students and ensure degree completion.
- Provide academic advisement to Art & Design transfer students in the role of Faculty Mentor.
- Oversee and participate in local events related to student recruitment and any other activities related to community outreach.
- Participate in planning activities with the appropriate stakeholders.
- Participate in instructional institutional planning and budget processes; attend departmental meetings and divisional meetings as scheduled.
- Attend the Annual NASAD Conference to cast a vote as a member institution.
- Nurture an environment that contributes to the unit’s pursuit of artistic, intellectual, and educational purposes.

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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