

## Curriculum Director

Curriculum Directors (CD) are faculty with allocated load hours to perform the essential administrative duties of their respective discipline. CDs directly report to their respective department chair and are 9- or 12-month faculty and full-time per the faculty load hour model. CDs within the College of Arts & Sciences will promote an innovative and inclusive working environment that is forward-thinking and strives for diversity, equity, and inclusion of people, perspectives, and ideas. In collaboration with their departmental chair, CDs will also support the strategic direction of their respective discipline, department, and school.

These positions are intended to have a term of one year with the option of renewal at the discretion of the departmental chair and their respective assistant dean.

### Primary Responsibilities:

- Serves as the primary evaluator of scholarship if discipline expertise is outside of the chair
- Directs and supports curriculum development within their discipline, in collaboration with the chair and assistant dean
- Prepares necessary reports for APC, catalog updates, accreditation, etc., for their discipline
- Reviews the disciplinary components of Program Learning Assessment report from program TLC representative
- Coordinates course schedule of courses and teaching assignments within discipline, in consultation with the chair
- Completes annual discipline summary report for the chair
- Supports recruitment and marketing initiatives
- If possible, serves as program TLC representative