

UNDERGRADUATE ARCHITECTURE DIRECTOR

November 30, 2020 (rev.2)

Director of Undergraduate Architecture Job Description

The director:

- *oversees the daily operation of the undergraduate architecture program*
- *collaborates with the Director of Industrial Design, 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*
- *advances the development of architectural pedagogy in the Undergraduate Architecture Program*
- *assists the Dean in the development of the program budget*
- *assists in the:*
 - *recruitment of faculty,*
 - *hiring of faculty,*
 - *hiring of staff,*
 - *hiring of adjunct faculty*
- *assists and advises in various tasks related to:*
 - *recruitment,*
 - *admissions,*
 - *graduation*
 - *internal / external communication.*
- *oversees accreditation reviews in collaboration with the Director of Graduate Studies and the Associate Dean for Academic Affairs*

In addition, the director:

- *promotes the program nationally and internationally*
- *engages with national and international peer programs*
- *leads strategic planning for the two programs of Bachelor of Architecture and Bachelor of Science of Environmental Design, in alignment with the College Strategic Plan and in support of the University Strategic Plan*
- *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 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*

- of coordinators' appointments
- oversees academic and studio coordinators duties and agendas
- participates in three-year review of coordinators' performance/appointments
- makes recommendations to the Dean:
 - on faculty teaching loads and distribution
 - on programming academic offerings
- assists institutional requests of program

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.
- serves on college and/or university committees