

Undergraduate and Dual Enrollment Program Director

Program Director Duties

The **Undergraduate and Dual Enrollment Program Director** is responsible for leading and managing all aspects of the Undergraduate and Dual Enrollment Programs, both on campus and online, under the supervision of the Vice President of Academic Affairs (VPAA).

This is a part-time position (29 hours/week). On-campus work is preferred, however an alternative work arrangement with some remote work may be considered.

He or she will support the mission of HACS and contribute to the overall success of the institution by maintaining and improving academic quality, managing faculty in the program in a collaborative manner, and fostering frequent and open communication among those in the program. The position accomplishes this through a respectful, constructive and energetic style, guided by the charism and mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

Faculty Duties:

- Teach two courses per semester (fall, spring, and summer semesters), at no additional compensation. These two courses can be a combination of graduate and undergraduate courses.
- Available to collaborate as needed and attend faculty meetings.
- Serve on faculty committees.

Program Director Responsibilities:

- Oversee all academic matters pertaining to the Undergraduate and Dual Enrollment Programs including supporting the creation of course schedules.
- Coordinate with the BA Theology Coordinator and other Program Directors as needed.
- Conduct Program Reviews regularly to support continuous program improvement and compliance with accreditation standards.
- Develop new curricular proposals for degree programs and/or revise existing programs in conjunction with curriculum committees, Associate Deans and VPAA.
- Evaluate and improve program and course learning outcomes.
- Support data collection, accreditation, and assessment activities.
- Supervise faculty teaching activities and monitor courses for academic quality.
- Assign faculty to evaluate summative evaluations (advisors and readers for comprehensive exams, theses, projects, and professional papers).
- Support students with complex academic advising as needed over and above the usual advising activities conducted by Student Services.

Dual Enrollment Program Responsibilities:

- Develop, implement and launch the Dual Enrollment program, including alignment of high school courses with undergraduate courses, establishing how credits are counted in both programs, update of catalog and website, creation of degree plans and development of related infrastructure elements.
- Provide project management and monitoring of launch and ongoing maintenance of the Dual Enrollment program.
- Collaborate with the Executive Committee, Admissions, Student Success, Academics and others to ensure alignment and to establish a common message in advance of the initial launch.
- Write processes and policies in collaboration with VPAA and Deans in order to guide and enforce academic quality and procedures.
- Establish compliance and accreditation with appropriate regulatory and oversight organizations (i.e., CT OHE, Cognia, etc.).
- Hire instructors and develop collegial relationships among faculty across Dual Enrollment, Undergraduate and Graduate programs to support guiding students through Holy Apostles degree programs throughout their academic journeys.

Collaborate with Program Faculty:

- Hold faculty meetings three times per semester to collaboratively discuss and review program integrity and quality. Provide faculty meeting minutes to the VPAA or his/her designate.
- Serve on faculty committees.
- Serve on hiring committee for instructors in the Dual Enrollment and Undergraduate Programs.
- Attend General Faculty Meetings (three times per semester).
- Attend meetings with administration via Zoom or in person.

Support Admissions:

- Works with Admissions on provisional and probationary admissions.
- Reviews and approves exceptional academic student requests.

Other duties as assigned.

Reports to: Vice President of Academic Affairs