

**DIRECTOR OF BACHELOR OF ARCHITECTURE PROGRAM
DIRECTOR OF MASTER OF ARCHITECTURE PROGRAM**

Florida A&M University
School of Architecture & Engineering Technology

Job Description

OVERVIEW

A director leads each program. The Professional Architecture Programs consist of the NAAB accredited Bachelor of Architecture (B.Arch.) and Master of Architecture (M.Arch.). The Director for the Professional Architecture programs will be responsible for supporting the vision and mission of Florida A&M University (FAMU) and the School of Architecture & Engineering Technology (SAET). The Director manages faculty matters, including faculty development, recruitment, and performance evaluations.

As a member of the SAET Dean's Leadership Team, the Director will work with the Associate Dean's Office on curriculum matters and procedural development. The Director will work with the Dean's Office on accreditation compliance, promotion and tenure, salary increases, leaves of absences, space planning, facility and equipment management, etc., and provide key communication links between all programs in the SAET.

This person is responsible for sustaining and advancing the FAMU SAET's B.Arch. and M.Arch. programs through academic, creative, and scholarly leadership. The Director builds strong relationships with other campus units and leaders while representing the interests of NAAB to audiences both inside and outside the university.

DUTIES

1. Support effective recruitment, mentorship, and retention of students:

- a. Develop short-term and long-term goals for recruiting students and implement strategies to achieve Board of Governors' Performance-Based Funding (PBF) metrics:.
- b. Serve as the SAET Electronic Theses and Dissertations (ETD) Coordinator (M.Arch Director)
- c. Coordinate and manage enrichment programs and special events.
- d. Coordinate undergraduate and graduate end-of-semester awards.
- e. Coordinate special events such as job fairs and internship placement activities.
- f. Provide advice to prospective candidates to the SAET programs.
- g. Coordinate professional program matriculation, including:
 - i. Portfolio reviews
 - ii. Admissions
 - iii. New Student Orientation
 - iv. Student funding
 - v. Graduation certification in coordination with the Director of Student Services.

2. Develop and implement the degree programs' strategic plan based on:

- a. Board of Governors performance metrics
- b. Goals and strategies for each metric
- c. Actions and tactics to achieve goals
- d. Measures and target outcomes
- e. Responsible persons and units

3. Academic advisement:

- a. *Staying informed* of advisement and registration schedules.
- b. *Serving as an academic advisor* for your students.
- c. *Advising students* on professional and career matters.
- d. *Monitoring the accuracy* of student academic advisement files, including progress and checklist forms, in coordination with the SAET Registrar.

4. Degree certification:

- a. Conduct final degree completion reviews with the Director of Student Services.
- b. Review and approve course exception forms as needed.

5. Assessment of degree programs, curriculum development, and instructional effectiveness:

- a. Coordinate PBF reporting to the Associate Dean.
- b. Coordinate curriculum updates with the UPARC Representative.
- c. Coordinate NAAB key performance outcomes for each course.
- d. Coordinate portfolio reviews for professional program admission.
- e. Coordinate end-of-semester design studio reviews.
- f. Complete annual reports and respond to data requests as required.

6. Maintain curricular requirements mandated by the NAAB accrediting agency and coordinate implementation with the BS in Architectural Studies program:

- a. Review syllabi for compliance.
- b. Coordinate, attend, and participate in end-of-semester studio reviews.
- c. Coordinate implementation of NAAB performance criteria.
- d. Coordinate assessment activities.
- e. Confirm design studio space and furniture preparation prior to the start of each semester.
- f. Co-ordinate end-of-year assessment reports for NAAB and SACSCOC reporting.

7. Provide SAET and University service related to the B.Arch. and M.Arch. program:

- a. Serve as academic advisor for your students.
- b. Serve complaint and grade grievance committees if needed.
- c. Document faculty and student activities during and at the end of each semester.
- d. Coordinate and manage enrichment programs and special events.
- e. Serve on end-of-year awards committees.