

DIRECTOR BACHELOR OF ARCHITECTURE & MASTER OF ARCHITECTURE PROGRAMS

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 with the SAET Outreach
Implement strategies to achieve Board of Governors' Performance Based Funding (PBF)
Metrics:
 - i. *Metric 1.* Percent of Bachelor's (B.Arch.) Graduates Employed and/or Continuing their Education Further 1 year after Graduation.
 - ii. *Metric 8a.* Graduate Degrees Awarded in Areas of Strategic Emphasis (includes STEM).
- b. Serve as the SAET's ETD Coordinator for Thesis students.
- c. Coordinate and manage enrichment programs and special events.
- d. Coordinate undergraduate and graduate end-of-the-semester awards.
- e. Manage Graduate Student Assignments/Assistantships, and aid.
- f. Coordinate special events such as, Job Fair, Internship Placement, etc.
- g. Provide advice to prospective candidates to the SAET's professional programs.
- h. Coordinate Professional Programs matriculation:
 - i. Portfolio Reviews
 - ii. Admissions
 - iii. New Student Orientation
 - iv. Student funding
 - v. Graduation certification with the Director of Student Services.

2. Develop and implement the degree program's strategic plan (see Table 16) based on the following:

- a. BOG Performance Metric: add each metric above), then
- b. Goals/Strategies: add goal (s) for each metric, then
- c. Actions: add tactics and/or actions that will be used to achieve the goal/strategy, then
- d. Measures: add target metrics that will be obtained, and
- e. Responsible Person/Units: list the person(s) responsible for the strategy.

3. Academic Advisement

- a. *Staying Informed.* The Director keeps abreast of schedules for advisement and registration.
- b. *Senior Advisor Role.* As the senior academic advisor for the Bachelor of Architecture and Master of Architecture program, they guide students through their academic journey.
- c. *Professional Advisor.* Advise students on professional and career matters.
- d. *Monitoring Accuracy.* With the SAET Registrar, monitor the accuracy of student academic advisement files, including Progress/Checklist forms.

4. Degree Certification:

- a. With the Director of Student Services, conduct final degree completions.
- b. Review and approve all Course Exception Forms as needed.

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

- a. Coordinate PBF reporting to Associate Dean.
- b. Coordinate with Director BS in Architectural Studies, curriculum updates.
- c. Coordinate with Director BS in Architectural Studies, NAAB key performance outcomes for each class.
- d. Coordinate portfolio review for professional program admission.
- e. Coordinate design studio reviews at the end of each semester.
- f. Complete annual reports and data requests as requested.

6. Maintain curricular requirements as mandated by the NAAB accrediting agency and work with the Director of the BS in Architectural Studies program for implementation:

- a. Review syllabi for compliance.
- b. Coordinate, attend and participate in end-of-the-semester studio reviews.
- c. Coordinate implementation on NAAB performance criteria in all ARC courses. Develop rubrics as well.
- d. Co-schedule courses with the Director of BS in Architectural Studies Program, recommend faculty assignments to Associate Dean and develop Assignment of Responsibility (AOR) forms.
- e. Confirm design studio space and furniture preparation at the start of each semester.
- f. Co-coordinate end-of-the year assessment reports for NAAB and the Associate Dean for SACSCOC reporting with the Director BS in Architectural Studies program.

7. Provide SAET and university service as related to the B.Arch. and M.Arch.:

- a. The SAET's representative on the FAMU Graduate Appeal and Regulation Committee.
- b. Academic advisor for B.Arch. and M.Arch. students.
- c. Complaint/Grade Grievance Committee.
- d. Document faculty and student activities during and at the end of the semester.
- e. Coordinate and manage enrichment programs and special events.
- f. End-of-the-year Awards Committee.