

## DIRECTOR BS IN ELECTRONIC ENGINEERING TECHNOLOGY/ROBOTICS

Florida A&M University  
School of Architecture Engineering Technology

### Job Description

#### OVERVIEW

A director leads each program. The Director for the BS in Electronics/Robotics lead their units in promoting excellence in teaching, research, and service. The Director will develop short term and long-term goals for recruiting students per Board of Governor's Performance Based Funding (PBF) models and implement with the SAET Outreach Coordinator. The Director will be responsible for supporting the vision and mission of the BS in Electronics/Robotics and the broader goals 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 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 undergraduate programs through academic, creative, and scholarly leadership. The Director builds strong relationships with other campus units and leaders while representing the interests of the BS in Architectural Studies program to audiences both inside and outside the university.

#### DUTIES

1. **Support effective recruitment, mentorship, and retention of students by implementing strategies to achieve Board of Governors' Performance Based Funding (PBF) Metrics:**
  - a. *Metric 1.* Percent of Bachelor's Graduates Employed and/or Continuing their Education Further 1 year after Graduation.
  - b. *Metric 2.* Median Average Wages of Undergraduates Employed 1 Year after Graduation.
  - c. *Metric 4.* Four Year Graduation Rates (Full-time FTIC).
  - d. *Metric 5.* Academic Progress Rate (2<sup>nd</sup> Year Retention with GPA above 2.0).
  - e. *Metric 6.* Bachelor's Degrees Awarded in Areas of Strategic Emphasis (includes STEM).
  - f. *Metric 9a.* Two Year Graduation Rate for FCS Associate in Arts Transfer Students
  - g. *Metric 9b.* Six-year Graduation Rate for students who are Awarded a Pell Grant in their first Year.
  - h. *Metric 9b1.* Academic Progress Rate, 2<sup>nd</sup> Year Retention for FTIC with a Pell Grant.
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 upper division (Years 3 & 4) Bachelor of Science in Electronics/Robotics program, they guide students through their academic journey.
- c. *Assisting University Advisors.* The Director also assists university advisors by providing lower division academic advisement on an as-needed basis.
- d. *Monitoring Accuracy.* With the Director of Student Services monitor accuracy of student academic advisement files, including Progress/Checklist forms.

**4. Degree Certification**

- a. With the SAET Registrar, 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 curriculum updates.
- c. Coordinate end of semester reviews.
- d. Complete annual reports and data requests as requested.

**6. Maintain curricular requirements as mandated by ABET:**

- a. Review syllabi for compliance.
- b. Attend and participate in end-of-the-semester reviews.
- c. Schedule BS in Electronics/Robotics courses, recommend faculty assignments to Associate Dean and develop Assignment of Responsibility (AOR) forms.
- d. Prepare teaching and laboratory space and furniture preparation at the start of each semester.
- e. Co-coordinate end-of-the year assessment reports for ABET and the Associate Dean for SACSCOC reporting.

**7. Provide SAET and university service as related to the BS in Electronics/Robotics program:**

- a. Complaint/Grade Grievance Committee.
- b. Pre-requisite Appeal Committee.
- c. End-of-the-Year Awards 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. Coordinate end-of-the-semester awards.
- g. Faculty advisor to discipline specific professional organizations.