



Graduate Program Head for Architecture

The following document broadly outlines the responsibilities for the Graduate Program Head for Architecture (GPHA) in the School of Design and Construction (SDC). The responsibilities are distributed over the following areas:

- Curriculum
- Recruitment
- Personnel
- Accreditation
- Assessment
- Other

Overview

The Graduate Program Head for Architecture (GPHA) position is responsible for the graduate admissions and graduation process; graduate program assessment including graduate student evaluations and surveys; and managing and directing curriculum and course assignments for the architecture graduate program. The GPHA recruits, admits, and mentors students in the graduate degree program and serves as advisor to new graduate students. The GPHA should be a tenured member of the faculty; should maintain familiarity with the policies and procedures of the Graduate School; and must provide overall coordination of graduate activities within the program. In addition, the GPHA generally has departmental signature authority for recommendations for admissions, changes to programs of study, graduate committees, and majors.

Reporting lines

The GPHA is under the supervision of the architecture program head (and the SDC director), but is expected to work in tandem with the program head and/or SDC director to ensure the best possible outcomes for graduate students and the school. The GPHA must also assist with recruitment and overall program accreditation (if applicable), and serve on SDC, college, and/or university committees as requested.

Curriculum

The GPHA works with the architecture program head, SDC director, academic program unit, and faculty across disciplines as needed towards the following ends:

1. Developing and implementing semester course schedules and teaching assignments for graduate courses.
2. Establishing graduate committees and timelines for completion and documentation.
3. Evaluating and submitting major/minor curriculum changes and catalog updates for graduate courses and graduate program.
4. Ensuring the quality and integrity of the program by monitoring activities including, but not limited to:
 - Advising
 - Time to degree
 - Reinstatement requests
 - Annual reviews of graduate students
5. Adhering to policies and procedures of the Graduate School.

6. Arranging end-of-semester graduate studio reviews, thesis committee reviews, and/or project presentation schedules, and disseminating information to faculty and students as applicable.
7. Ensuring cohesion and/or continuity between graduate and undergraduate curriculum, facilitated by regular meetings and/or communication with the architecture program head.

Recruitment

The GPHA works with the architecture program head, SDC director, and academic program unit to manage the following recruitment activities:

1. Creating and maintaining graduate program materials (e.g., brochures, website content, and social media).
2. Meeting with prospective and/or new students.
3. Reviewing application submissions and making admission decisions (together with program admissions committee/graduate governing committee).
4. Creating and sending admission decision letters.
5. Communicating with applicants, as needed, during application and enrollment process.
6. Participating in regional or national recruitment fairs relative to graduate education.
7. Assisting the architecture program head, as necessary or by request, with the recruitment of undergraduate students into the graduate program.

Personnel

The GPHA works with the architecture program head and SDC director to assist with the following personnel activities, as requested:

1. Advising the architecture program head, academic program manager, and SDC director on personnel and graduate program issues.
2. Resolving student concerns within the graduate program.
3. Working with the architecture program head and SDC director in advancing research and scholarship within the graduate program.
4. Developing and working with the graduate governing committee.
5. Providing input to the SDC director during annual reviews for the academic program manager where graduate program issues are concerned.

Accreditation

The GPHA supports accreditation activities, if applicable, as follows:

1. Assisting the program head in preparing self-assessment reports.
2. Assisting the program head in preparing for accreditation visits.
3. Ensuring that the curriculum meets accreditation standards.
4. Assisting the program head in publishing program data and follow-up as required by accreditation bodies.

Assessment

The GPHA facilitates assessment activities for the graduate program as follows:

1. Preparing annual reports as necessary.
2. Responding to requests for program data from the university, colleges, SDC director, architecture program head, and others.
3. Involving program faculty in regular program and curricular assessment activities (e.g. retreats, curriculum mapping, survey development and administration).
4. Working with program heads to ensure cohesion and continuity of data between graduate and undergraduate programs.

Other

It is also expected that the GPHA will be:

1. Attending, hosting, coordinating, and/or speaking at school or program-wide events, as schedules permit, such as commencement, evening lectures, orientations, all-school meetings, gallery openings, and faculty meetings.
2. Assisting with materials for newsletters, alumni outreach, and promotion.

Governing Policies for the Graduate Program Head for Architecture

The GPHA, appointed by the director, will be granted a nine-month, three-year renewable appointment. This appointment includes the following:

1. A one-course reduction per academic year, negotiable depending upon 1) teaching load expectations relative to program needs 2) extent of larger school administrative support structure and 3) size and complexity of the graduate program/anticipated added workload.
2. Availability for discussion during the summer, as needed, to address administrative and planning issues and to support recruitment needs. Prior to the end of the annual nine-month appointment, the architecture program head and SDC director will meet with the GPHA to identify tasks that must be accomplished for the summer and to set goals for the fall.
3. By the end of the fifth semester of the three-year term, the SDC director, in conjunction with the architecture program head, will engage in a formal review of the GPHA. The SDC director will consult annual reviews but must also seek—and take into account—input from the faculty, staff, and deans. Strong performance and positive feedback should logically lead to appointment renewal. Performance deemed to be below expectations and/or with negative feedback may lead to the appointment of a new GPHA. The SDC director and/or architecture program head are under no obligation to undertake a nomination process for a new GPHA, but may choose to do so if desired. All final decisions will be made by the dean(s).
4. If the SDC director, in conjunction with the architecture program head and/or deans, feels that it is in the best interest of the school or program to replace the GPHA at any time during the three-year term, a minimum three months' notice will be provided to the GPHA in writing. If discontinuation is implemented, the former GPHA will return to a regular (2-2) academic teaching load.