

## **DIRECTOR, UNDERGRADUATE PROGRAMS**

### **General Description**

The Director of Undergraduate Programs is the academic administrative officer responsible for the undergraduate programs of the School. The Program Director ensures that the standards and policies of the School of Nursing, the University, the NC Board of Nursing and accrediting and approval agencies are met in the undergraduate programs. The Program Director is also responsible for facilitating the planning, implementation, evaluation, and continuous improvement of the School's undergraduate curricula and related activities and programs.

### **Organizational Relationships**

The Director of Undergraduate Programs reports to the Associate Dean for Academic Affairs. In collaboration with the Associate Dean for Academic Affairs, the Director supervises and supports the work of the undergraduate program leaders and academic counselors. The Director works closely with division heads, undergraduate program leaders, and the baccalaureate executive committee to coordinate course offerings, program changes, and student experiences, and to ensure that departmental offerings and activities are relevant to the overall undergraduate curricula. S/he works closely with the Associate Dean for Academic Affairs and other Program Directors to facilitate efficient and coordinated use of resources. The Director collaborates with the Office of Admissions and Student Services regarding undergraduate student recruitment, admissions, and student financial aid programs.

Regularly scheduled meetings of the Academic Affairs Council, the Baccalaureate Executive Committee, the Assembled Undergraduate Faculty, and standing ad hoc committees and task forces provide a formal mechanism for the Director to develop and maintain collaborative relationships within the School. The Director of Undergraduate Programs serves as the designated academic administrative liaison with undergraduate student organizations and boards.

### **Exemplar Responsibilities**

- Participates with the Associate Dean for Academic Affairs, other administrators and faculty with strategic planning for undergraduate programs and provides leadership for the ongoing review of the School's strategic plan related to undergraduate programs.
- Coordinates, in collaboration with Academic Affairs Council and undergraduate faculty, undergraduate course offerings, class schedules, clinical teaching sites, and other undergraduate experiences.
- Provides leadership to the undergraduate program leaders for the implementation of baccalaureate programs.
- Develops alternate study plans and at-risk students' programs of study.
- Serves as the administrative liaison to the Baccalaureate Executive Committee (BEC) and facilitates implementation of BEC decisions.
- Reviews the faculty's recommendations for course, curricula and program changes, coordinates proposal development, and forwards proposals to the appropriate review bodies for approval.
- Assists the Office of Admissions and Student Services, as necessary, with baccalaureate student recruitment, admissions, and financial aid programs.

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### **Exemplar Responsibilities (continued)**

- Collects and analyzes data to evaluate the quality and effectiveness of the undergraduate program and to ensure that the policies and standards of the School of Nursing, the University and the NC Board of Nursing are met.
- Monitors application, admission, matriculation, progression, and graduation patterns of undergraduate students.
- Facilitates academic services to undergraduate students.
- Contributes to faculty performance evaluation for faculty who teach in the undergraduate programs who do not meet or who exceed expectations in teaching undergraduate courses.
- Manages undergraduate program budgets, as delegated by the Associate Dean for Academic Affairs.