UC San Diego

INSTITUTE OF ARTS AND HUMANITIES

Program Directors in the Institute of Arts and Humanities

Roles and Responsibilities

In consultation with the Dean of the School of Arts and Humanities, the Director of the Institute of Arts and Humanities (IAH), and relevant affiliated faculty, the Program Director sets the overall strategic vision, curricular structure, assessments metrics and measurable goals for the specific program. The Program Director will undertake the items below, in collaboration with the staff Program Coordinator where applicable.

1. Review program curriculum to ensure students can successfully complete the degree requirements.
2. Determine which interdisciplinary courses across campus should be added to the curriculum.
3. Review course petitions from students.
4. Participate in student recruitment and retention efforts, including meeting with prospective/current majors/minors and referring students to the program coordinator for academic advising.
5. Engage with the program's affiliated faculty to further the mission of the program:
    a. Hold a meeting with affiliated faculty at least one time per year; and
    b. Research / identify / recruit current faculty to affiliate with the program.
6. Maintain and create appropriate programmatic initiatives within staffing and budget parameters.
7. In consultation with the business officer, provide stewardship of the program's finances.
8. Maintain open communication channels among constituents and administration, and participate in scheduled meetings with the A&H Dean and IAH Director or their representatives.
9. Produce a plan each academic year listing goals and deliverables for the upcoming year.
10. Provide an annual evaluation of program staff if requested.
11. When appropriate, work with the Director of Development to draft fund development plans to ensure relevant initiatives' sustainability and success.
12. Maintain and enhance connections with alumni and the community.
13. Participate in program reviews and follow-ups, when due (every five to eight years).

In addition, directors of programs with course offerings will:

1. Oversee course offerings and monitor enrollments and student success in coordination with the business officer, program coordinator and academic coordinator, if applicable.
2. Oversee recruitment, teaching assignments and reviews of faculty and TAs in coordination with the business officer, program coordinator and academic coordinator, if applicable.

Eligibility and Terms

- Nominees should be at the Associate Professor/LSOE level or above by the time of appointment.
- Faculty must complete all UC Learning assigned training before the nomination is submitted to the Dean.
- Directors typically serve two-year terms. Faculty may serve multiple terms, but rotation to a new director after two consecutive terms may be recommended.
- Effective September 2021, when a short-term program director vacancy arises, the IAH Director or Associate Director may be assigned as the interim or acting program director via notification to the Dean of Undergraduate Education. Alternatively, the Dean of Arts and Humanities or IAH Director may select an interim or acting director from the program's eligible affiliated faculty.
- For program directors appointed or re-appointed July 1, 2026 or later: it is expected that directors will complete their full term without requesting a research leave /sabbatical.

Compensation

Compensation for program directors may be provided in the form of research funds, though amounts may vary depending on the size of the program and the IAH budget.

- Appointment letters will not include this information.
- Once a Program Director is appointed for a two-year term, the compensation agreement will remain intact for that term. Compensation for future terms is subject to change based on available funds.
- The European, German and Italian Studies Programs are treated as one program for the purposes of directorship and compensation.
- A director of more than one program may be eligible to receive the compensation for each individual program.

Appointment Process

The following steps are used to appoint or re-appoint a Program Director in the Institute of Arts and Humanities (IAH):

1. IAH leadership (director, associate director or business officer) emails the faculty affiliated with the program to request nominations/self-nominations.
2. IAH leadership contacts nominees to assess their interest in serving as director.
3. If only one candidate is nominated or accepts the nomination, IAH leadership will share the nominee's name with the affiliated faculty and ask for feedback.
4. If more than one candidate is nominated or accepts the nomination, IAH leadership may:
    a. email the faculty directly and ask for voting or
    b. form a diverse committee of approximately three faculty members to provide information on each candidate's qualifications.
5. The Dean of Arts and Humanities, in consultation with the IAH Director and Associate Director, makes a recommendation to the Dean of Undergraduate Education and/or the EVC, who will make the final appointment.

For questions, please contact IAH Business Officer Katherine Levy at sklevy@ucsd.edu.