DIRECTOR OF PROFESSIONAL COMMUNICATION STUDIES POSITION

The Advisory Committee recommends the Department of Communication create the position Director of Professional Communication Studies through the adoption of the following document.

A. THE JOB TO BE DONE

The responsibility of a Director of Professional Communication Studies should be the care and nurturing of the master's program, graduate faculty in the Department, and graduate students. Duties which a Director ought to perform in attending to those responsibilities include, but are not limited to, the following:

1. publicizing the master's program;
2. representing the master's program to other graduate programs at IPFW, the Department of Communication, West Lafayette, the Graduate School, West Lafayette;
3. articulating program and course standards in cooperation with interested parties;
4. consulting with the department chair concerning course rotation for graduate courses;
5. coordinating the activity of the Graduate Admissions Committee of the Department of Communication;
6. coordinating the design of an individual candidate's program of study, in cooperation with the candidate and the candidate's committee;
7. creating a budget for the graduate program; the director will be responsible for monitoring and allocation of that budget. The budget will cover publicity, travel, duplication and additional related supplies and expenses;
8. administering the policies of the Graduate School of Purdue University.

B. THE JOB TO BE DONE DURING SUMMERTIME

Summer responsibilities include:

1. answer inquiries and requests from interested parties;
2. coordinate activities of the Graduate Admissions Committee;
3. represent the program to other programs at IPFW; the Department of Communication at West Lafayette and the Purdue Graduate School;

C. RECOGNITION

1. Service as Director of Graduate Studies is worth at least a 3-credit hour release from teaching per semester or reallocation of service commitments to the department, school, campus and university service during the period of tenure as director.

2. Service as director will count meaningfully in the annual assessment of the faculty member.

3. A four hundred dollar allotment for professional expenses will be available to the Graduate Director.

D. RECOMMENDING A DIRECTOR OF PROFESSIONAL COMMUNICATION STUDIES

The procedure for recommending a Director of Professional Communication Studies to the Chair of the Department will be as follows:

1. The Chair of the Department will solicit the names of those eligible members who have an interest in the position and will prepare a ballot; any member of the graduate faculty shall be eligible to serve as Director of Graduate studies.

2. Candidates may prepare a statement of up to 500 words to be attached to the ballot.

3. Full-time faculty members of the Department of Communication will vote for Director of Graduate Studies.

4. A tie will necessitate a second ballot with the names of the relevant colleagues included. Full-time faculty will vote again for one candidate.

E. DURATION OF APPOINTMENT

The Director of Graduate Studies will serve for intervals of two years.

Approved 5/2/91
Amendment approved 4/19/06