AUTHORITY AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR OF THE DIVISION OF CONTINUING STUDIES (DCS)

General Overview
The Executive Director of the Division of Continuing Studies is the designated leader and administrative officer responsible for the effective and efficient operation of the division within the policies, directions, and plans of the university as a whole. The Executive Director reports to the VCAA.

The Executive Director is expected to establish and maintain a collegial work climate, cooperatively leading the unit towards improved productivity and relevancy, ensuring the financial and academic integrity, as well as the public and curricular coherence of all programs embraced within it.

The Executive Director is the public spokesperson for his/her unit, internal and external to the university, and shall exercise the authority commensurate with the following responsibilities specifically vested in him/her by the trustees and/or delegated to him/her by the administrative officers of the university.

It is understood that the Executive Director may delegate to subordinate administrators certain duties described in this description but is ultimately responsible for the quality of their implementation.

Leadership and Administrative Duties
A. 1. To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the unit as a whole, and of the sub-units (departments and/or programs) within it.

A. 2. To establish and maintain a cooperative, collegial work climate which enhances communication, trust, and productivity among faculty and administrative, secretarial staff, and students.

A. 3. To work cooperatively in managing a budget which will support the mission of the unit and its sub-units. Management will include allocating certain funds to sub-units and overseeing the fiscal integrity of all course offerings.
A. 4. To ensure that procedures established and applied fundamentally protect and enhance the unit's academic and fiscal integrity, focusing the core functions on its essential mission.

A. 5. To be responsible for developing a coherent, realistic strategic plan which advances the mission of the unit as a whole, and which links the unit's mission with that of the campus and campus-wide priorities.

A. 6. To direct and coordinate the creation, implementation, and distribution of the unit's class schedules and all publications utilized in advertising both the credit and noncredit offerings of the unit.

A. 7. Where applicable within campus policies and procedures, to ensure that faculty, staff, or student grievances are processed in a timely and appropriate manner.

A. 8. To represent the unit to the Vice Chancellor for Academic Affairs, IPFW administration, other segments of the university, and to the communities served by the unit.

A. 9. To ensure the productive use of unit facilities and space, adhering to OSHA and other applicable and required regulatory laws/rules.

**Personnel Duties**

P. 1 To create and maintain a personnel file regarding the employment and performance of all persons within the unit.

P. 2. To coordinate all personnel searches for the unit, ensuring that diversity goals are pursued diligently.

P.3. To provide written evaluation of staff in keeping with campus policies/procedures.

P.4. To prepare annual written performance appraisals of all sub-unit administrators.

P. 5. To establish and implement an equitable and accurate approach to compensation for staff.

P. 6. To engage in such career counseling of staff which maintains morale, rewards and fosters competence and effort, and deals effectively with problems or issues which could decrease job performance.

P. 7. To serve as mediator in resolving problems arising among staff members.
Operational Tasks

O. 1. To review scope and coverage of credit and noncredit classes to ensure their appropriateness to the mission of the division and the campus as a whole.

O. 2. To recruit and contract instructors for all credit and noncredit classes falling within the purview of the division.

O. 3. To work cooperatively with the administration and other academic units on special programs or initiatives requiring the assistance of the division.

O. 4. To evaluate instructional quality and program content of each project to ensure acceptable levels of student satisfaction and academic objectives are being consistently attained. For credit programs, academic quality assurance comes from the academic unit.

O. 5. To oversee distance education initiatives and other credit and noncredit offerings of the division.

O. 6. To establish and manage contract programs for area businesses or other organizations needing specialized training/classes or wishing to collaborate with the university in the delivery of conferences, seminars, and workshops using live or televised instruction.

Student Duties

S. 1. To ensure that accurate, timely advising and course information is provided to all credit and noncredit students in each sub-unit.

S. 2. To improve student recruitment and retention within the unit as a whole.

Other Duties

D. 1. To perform such other duties as may be delegated or assigned by appropriate campus administrators.

Fenwick W. English
Vice Chancellor for Academic Affairs