



Landscape Architecture Program 2023-2024

Standard 2

Appendix 2.1: Duties of the Director of Landscape Architecture in the SoA ByLaws

APPENDIX A: Descriptions of Academic Program Director Positions

All of these appointments are for 3-year renewable terms, subject to review at the end of each term as required by the Faculty Handbook.

V. Director of Landscape Architecture Program

In accordance with the LAAB requirements and the needs of the school, this position has the authority to significantly influence the management of resources, including budget, faculty review, tenure and promotion outcomes, and the direction of the degree programs, in coordination with the School of Architecture Director and appropriate staff.

1. General Duties

In accordance with the LAAB requirements and the needs of the school, this position has the authority to significantly influence the management of resources, including budget, faculty review, tenure and promotion outcomes, and the direction of the degree programs, in coordination with the School of Architecture Director and appropriate staff.

2. Program Oversight and Governance 2.1. Oversee the administration and policies of the Program

2.2. Serve as the official spokesperson for the Program

2.3. Manage the Program budget, in coordination with the school's director and fiscal analyst

2.4. Regularly meet with the School Director to determine and manage the fiscal, intellectual, student and faculty resources of the Program

2.5. Lead strategic planning discussions for the Program

2.6. Supervise Program administrative staff

2.7. Organize and lead Program-specific faculty meetings

2.8. Communicate important reminders to Landscape Architecture Program faculty

3. Curriculum 3.1. Coordinate Landscape Architecture curriculum review and assessment (LAAB, WEAVE & SACS)

3.2. Serve as key leader of LAAB visit preparations

3.3. Coordinate final review schedules for Landscape Architecture

3.4. Assist with Fluid Campus information sharing and student selection for off-campus programs

4. Course Scheduling 4.1. With staff and program directors, coordinate course scheduling and room assignments for Landscape Architecture

4.2. Work with the School Director and program directors to balance course offerings and establish instructor assignments in Landscape Architecture for each of the regular semesters and summer

4.3. Become familiar with various online programs and digital platforms, as necessary