

Please complete all highlighted areas.

Program Name:	
Grad?	
Major?	
Ugrad?	
?	
Responsible Dept/Dean (for Interdisciplinary):	
Avg. # of students over past 3 years:	

## Program Director Position Worksheet

	Yes	No	Number / Amount	Text
<b><u>Position being reviewed:</u></b>				
<b><u>Rationale:</u></b> Describe the need for this position in its programmatic context. Include information on need, uniqueness, and interfaces.				
<b><u>Student Issues:</u></b>				
Does position serve as the primary advisor for students in the program?				
Is this in addition to the standard departmental advising load?				
Total advising load				
Does position include recruiting students?				
What role is played?				
How is this role assessed? By whom?				
<b><u>Management/Administration Issues:</u></b>				
Does position have a budget to manage? How large?				
Does the position arrange/manage assistantships/internships?				
Does the position have responsibility to acquire and/or manage external grants?				
Does position include supervision of personnel?				
Does work normally required by the position take:				
1-10 hours per week				
11-20 hours per week				
More than 20 hours per week				
<b><u>Other Issues/Information:</u></b>				
Does position entail any other special responsibilities?				