



II. Curriculum and Instruction

Maintaining course projection for the purpose of advising students

Submitting course schedules to the department chairperson for approval and then to the registrar each semester, winter and summer terms, and providing any changes in a timely fashion

Working with faculty to revise courses, add courses, delete courses and submit changes to the department chairperson, registrar, and curriculum committee

Remaining current with trends in the subject matter, student academic preparation, and further graduate and employment opportunities for students

Providing leadership in revising the program's curriculum to maintain currency and improve quality

Coordinating evaluation of program curriculum and assessment of student learning

Developing long-term course and program projections

III. Faculty

Working with the department chairperson to identify and to recruit contract faculty who will complement and enhance program quality

Working with adjunct faculty teaching in the program to coordinate rotation and scheduling of courses

Providing support for adjunct faculty teaching courses in the studio arts program

V. Administration

The studio arts coordinator is the spokesperson for the studio art concentration to the department chair and administration

Communicating personnel, equipment, facilities and supplies needed to maintain and/or expand the quality of the academic program

Submitting an annual report to the chair of the department

Overseeing the safety needs of the art studios and compliance with environmental hazard codes and OSHA standards for safety

STUDIO ARTS COORDINATOR

IV. Students

Serving as academic advisor for undergraduate students pursuing a concentration in studio art, art education, or a minor in studio art as assigned by the chairperson of the department

Advising and approving student course registration requests

Handling student complaints as per department policy and referring them to the department chair as necessary

Participating in the selection of student award recipients

Responding to inquiries from prospective students via email, telephone, and face-to-face meetings

I. Coordinator Responsibilities

Administering the Studio Arts programs including the BA degree in Art with a studio art concentration, the BA degree in Art with an art education concentration, and the minor in studio art

Establishing appropriate policies and procedures, program development, program curriculum

Coordinating course offerings with department chairs and faculty, and program assessment

Providing leadership in the creation and implementation of the best quality studio arts program by working with all persons teaching in the program to create strong academic content, quality indicators, and assessment strategies

Attending open houses, orientations and other appropriate recruitment events, as requested by the chairman of the art department

Reviewing and updating recruitment brochures/material and website information

Attending and participating in the Department of Art and Archaeology faculty meetings

Performing other duties as assigned by the department chairperson