



Indiana University
Purdue University
Fort Wayne

Authority and Responsibilities of the Executive Director of the Division of Continuing Studies

The Division of Continuing Studies

The Division of Continuing Studies provides high quality lifelong learning opportunities that address regional needs through community outreach in the areas of personal enrichment, professional development, off-campus, online learning and weekend credit courses. The Division's goal is to provide learning opportunities to people, whose busy schedules might not otherwise allow them to continue their education, expand their knowledge and improve their job skills.

Authority of the Executive Director

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 Vice Chancellor for Academic Affairs. 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.

1. Leadership, Vision, and Planning

The Executive Director:

Provides leadership, direction, advocacy, communication, coordination, and assessment of the unit as a whole, and of the contained sub-units.

Effectively communicates campus-wide priorities to the unit.

In consultation with unit administrators and staff, develops and articulates a coherent, realistic unit plan and associated metrics aligned with the university strategic plan.

Develops and implements an integrated marketing plan.

Communicates the unit's mission and vision to the unit's staff, to the administration, and to other relevant constituencies in order to create a shared vision for the unit's future.

Establishes and achieves appropriate diversity goals established in collaboration with the Office of Institutional Equity.

Generates innovations and initiatives on behalf of the unit's mission and supports appropriate initiatives generated by others.

Takes proactive steps to ensure that program standards and criteria are met and that appropriate accreditations are maintained.

Makes sound decisions and acts with integrity and fairness.

2. Administration and Management

The Executive Director:

Establishes and maintains a cooperative, collegial work climate which enhances communication, trust, and productivity among faculty, administrative and clerical staff, and students.

Works cooperatively in managing the Division's budget in support of 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.

Ensures that procedures established and applied protect and enhance the unit's academic and fiscal integrity, aligning functionality with mission.

Facilitates the implementation of strategic plan priorities, supporting those with delegated authority to act independently.

Manages human, financial, and space resources responsibly and in accordance with university, state, and federal policies.

Solicits input from internal staff and external constituents served by the Department, when appropriate, and communicates decisions to them through appropriate channels.

Accepts and responds to constructive criticism.

3. Personnel Duties

The Executive Director:

Supervises all personnel searches for the unit, ensuring that diversity goals are pursued diligently.

Provides leadership in setting professional goals for staff.

Ensures that all staff receive a written evaluation in keeping with campus policies/procedures and prepares annual written performance appraisals of all sub-unit administrators.

Establishes and implements an equitable and accurate approach to compensation for staff.

Assures that appropriate development opportunities are available for faculty and staff.

Oversees personnel files regarding the employment and performance of all persons within the unit.

Deals effectively with problems or issues which could decrease job performance.

Serves as a mediator in facilitating the resolution of problems or disputes among employees or between faculty and students.

4. Operational Tasks

The Executive Director:

Reviews the scope and coverage of credit and non-credit classes offered through the division and ensures their appropriateness to the mission of the division and the campus as a whole.

Directs and coordinates 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.

Oversees the division's marketing initiatives for print, advertising, website, Internet and e-commerce to meet the needs of the divisions' unique customers and to insure that the university integrated marketing guidelines are maintained.

Oversees the recruitment and contracts for all credit and noncredit classes falling within the purview of the division.

Works cooperatively with the administration and other academic units on special programs or initiatives requiring the assistance of the division.

Evaluates 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.

Oversees campus distance and distributed learning initiatives.

Oversees the operational aspects of the Collegiate Connection program and ensures its continuing accreditation.

Establishes and manages 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.

Works collaboratively with appropriate university departments to develop and support technology and training appropriate for the division's educational outreach and effective work practices.

Develops community partnerships that advance the achievement of the unit's outreach goals.

Oversees and monitors unit assessment and review.

Provides leadership in securing external support on behalf of the unit's mission.

5. Student Duties

The Executive Director:

Ensures that accurate course information is provided to all credit and noncredit students in each sub-unit.

Ensures appropriate student support services for off-campus, distance learning, dual credit, and other students served by division in cooperation with the appropriate campus units.

Provides and follows appropriate procedures for responding to student concerns in accordance with university policies.

6. Other Duties

The Executive Director:

Serves as the division's representative on the Academic Officers Committee (AOC), Information Technology Policy Committee (ITPC), Academic Computing and Information Technology Advisory Subcommittee (ACITAS), the Continuing Education Advisory Subcommittee, facilitator for the Distance Education Coordinating Committee (DECCO), and other committees as assigned.

Performs such other duties as may be delegated or assigned by the VCAA.

Carl N. Drummond

Vice Chancellor for Academic Affairs