



College of Education – Procedure Manual

Effective Date: 7/1/97

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Section: Administration

Subject: Administrative Job Descriptions - Director of the Center for Excellence in Education

Principal duties and responsibilities are to:

1. Provide leadership in the development, administration, implementation, and evaluation of the doctoral programs in educational leadership.
2. Represent the Center to both internal and external constituencies.
3. Supervise the recruitment, admissions, and academic advisement of doctoral students.
4. Prepare and administer the budget for the Center.
5. Recommend faculty members to the Dean for employment, retention, promotion, tenure, and dismissal.
6. Supervise faculty and other personnel affiliated with the Center and support their professional development.
7. Teach classes in the doctoral program, direct dissertations, and advise students.
8. Supervise and support professional personnel associated with the College Math / Science Initiatives and other outreach grant endeavors.