



Ph.D. Program Director

POSITION:	Ph.D. Program Director
SUPERVISOR:	Dean of the School of Business
DEPARTMENT:	School of Business
LOCATION:	Fully Remote, On-campus expectations: Faculty In-Services, Residencies, and Graduation
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC Code:	11-9033

General Job Description for the Ph.D. Program Director:

Provide strategic leadership for the growth and sustainability of the PhD program, with particular emphasis on increasing student enrollment and strengthening the program's market position. During the first academic year, a key outcome for the Program Director will be measurable growth in prospective student interest, applications, and new student enrollment.

The Program Director will collaborate with Enrollment Management, Marketing, the School Dean, faculty, alumni, and other University partners to develop and implement strategies that strengthen the recruitment pipeline and support sustainable enrollment growth. Responsibilities include identifying new recruitment opportunities and partnerships, engaging prospective students, supporting recruitment events and communications, monitoring enrollment trends and the competitive landscape, and recommending strategies to improve recruitment, conversion, and retention.

Occasional domestic and international travel are expected to support recruiting activities and international immersive experiences.

The Ph.D. Program Director is appointed by the President and is charged with the following principal duties and responsibilities:

Percent of Time Allocated to Principal Duties & Responsibilities

Teaching, program promotion, faculty oversight/training, student advising:	40%
Curriculum/Program Development, Program Review, Program Metrics:	20%
Student Recruitment Support:	30%
Support Duties/Process development:	5%
Immersion Weekend Residency/ Event Planning:	5%

Objectives for this Position:

- 1: Grow enrollment and strengthen the recruitment pipeline for the Ph.D. Program.
- 2: Improve student persistence, progression, and degree completion.
- 3: Strengthen academic quality, assessment, and continuous improvement of the Ph.D. Program.
- 4: Improve the quality, consistency, and timely progression of the dissertation process.
- 5: Strengthen the Ph.D. Program's visibility, reputation, and scholarly community.

Major Duties and Responsibilities

Leadership

- Represents the Ph.D. Program within and outside Tiffin University.
- Speaks for the Ph.D. Program on any matter relating to the program.
- Chairs the Ph.D. Program Committee that oversees academic activities in the program: funding, admissions, courses, dissertation committees, dissertation oversight, etc.
- Thinks about the Ph.D. Program creatively, practically and holistically, initiating ideas for program and curriculum development in light of disciplinary standards.
- Evaluates and implements program design and practice, including program review, assessment of program and student learning outcomes, modification of degree requirements and addition and deletion of Ph.D. courses.
- Develops and enforces policies and procedures to maintain quality, monitoring any pedagogical, operational, dissertation, research and administrative issues that affect the Ph.D. Program.
- Creates a supportive environment for Ph.D. students by fostering a sense of community among the Ph.D. students in alignment with the University's mission and ICARE values.
- Ensures a Ph.D., graduate-level learning environment.
- Serves as a resource person about academic policies and procedures for the Ph.D. Program.
- Understands and applies Tiffin University's and Ph.D. Program's most recent academic policies.
- Oversees the Ph.D. Program residency requirements.

Recruitment and Admission

- Collaborates with University Marketing, ensure that any Ph.D. program information in public documents (website, print, etc.) is up to date and consistent with university brand standards.
- Works jointly with the Enrollment Management Area, Graduate Admissions and University Marketing to follow up and nurture prospects and applicants via email, social media, telephone and sponsorship of campus visits.
- Organizes and coordinates on-campus, off-campus and virtual recruitment/marketing initiatives with Enrollment Management and Graduate Admissions.
- Communicates with applicants in a timely manner regarding application status.
- Assists with the Enrollment Management Area and Graduate Admissions to identify strong candidates and build enrollment pipelines from affinity groups.
- Cultivates an inclusive and diverse Ph.D. student body aligned with the Celebrating CULTural Uniqueness Initiative.
- Assists the Provost, Dean of the School of Business, the department, and Faculty to assess enrollment capacity and strategic enrollment management.
- Works closely with Graduate Admissions and Enrollment Management during the admissions process.
- Acts on and approves completed applications for admission to the Ph.D. Program. Ensures all enrollment conditions are fulfilled and informs Graduate Admissions in a timely manner of admission decisions.
- Approves transfer credit.



- Coordinates the ranking and selection of the program's graduate assistants; communicates with students and submits names to department/university office to initiate the hiring paperwork.

Promotion of Scholarship

- Keeps abreast of current scholarship in the field, engaging in scholarship activities that keep the Ph.D. programs in the forefront of other scholars and program influencers.
- Oversees and provides appropriate supervision for dissertation committees, ensuring that all Ph.D. students have appropriate dissertation committees and processes to successfully complete the dissertation process.
- Oversees graduate scholarship and research issues.

Advising

Overall

- Ensures students understand university policies on intellectual property, plagiarism and academic integrity. Report breaches of academic integrity to the Dean of the School of Business.

New Students

- Ensures that an advisor is assigned to each student ASAP, and that the student is notified of this.
- Assists in course selection for the first semester if advisor has not yet been identified
- Informs students about orientation for new Ph.D. students
- Coordinates/supervises departmental/program orientation for new Ph.D. students

In-Progress Students

- Monitor progress of students each semester for classes and research; contact those that seem to be struggling.
- Ensure that a dissertation committee is established for each student (if applicable) in a timely manner.
- Inform students about required training/approvals (as appropriate) in research ethics, human subjects research, and nonhuman vertebrate research, keeping them informed of Tiffin University's Institutional Review Board policies and practices.
- Inform students starting dissertation about dissertation funding and travel assistance for presentation of results.

Completing Students

- Remind students to complete and submit the "Intent to Graduate" form before or at the beginning of the semester they plan to graduate.
- Remind students about the requirements related to the Ph.D. completion, and provide them the necessary information to prepare for and take this exam
- Submit Dissertation Committee results in a timely manner

Faculty Members

- Ensures that the faculty (especially new hires) is aware of Ph.D. program policies and procedures.
- Works with faculty members to monitor the progress of students through out the Ph.D. program.
- Works with faculty on program and curriculum development including the assessment of program and student learning outcomes.
- Publicizes and supports Ph.D. workshops for faculty and staff



- Collaborates and assists with the Dean of the School of Business to oversee program faculty and staffing.
- Assists with evaluation of Ph.D. faculty who are teaching in the program

Other Administrative Duties

- Works with the Dean of the School of Business to assure a course rotation that allows the degree completion over a known time; advise students of this rotation.
- Reviews/updates program information annually for the Academic Bulletin,
- Assists with compiling information for annual reports, program assessment, program reviews, and accreditation documents (if applicable).
- Other duties as assigned by the President, Provost and/or Dean of the School of Business.

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