

## **PLU Gateway Program Director Responsibilities**

- Proposes and monitors the philosophical, cultural, and pedagogical design and integrity of the semester program and facilitates ongoing program development. Through the Wang Center Executive Director, provides curricular and evaluation reports to Global Education Committee
- Work with PLU faculty, departments and school on integrating Gateway courses into the PLU curriculum
- As appropriate to the program, identifies and recommends hiring of appropriate on-site faculty and consultants.
- Takes the lead in recruiting students for the program and works collaboratively with Wang Center staff on this effort.
- Work collaboratively with Wang Center staff, as appropriate, to assess student applications and communicate acceptances through the Wang Center.
- In coordination with the Wang Center, organizes and attends all academic and cultural orientation sessions for students before their departure. This is done in collaboration with the general study away cross-cultural and pre-departure orientation by the Wang Center.
- Advises students on academic choices at the program site, including students of institutional partners and their campus advisors.
- Serves as the ongoing PLU faculty liaison with on-site academic institutions.
- Works with the Wang Center Gateway Program Manger to submit a budget proposal as part of the Wang Center's annual collaborative budget building process.
- Reviews on-site program expenditures and trends as compiled by the Wang Center Gateways Program Manger at conclusion of program and during the program as appropriate.
- Evaluates and proposes equipment, supply, and other on-site infrastructure needs, as well as faculty development needs for program.
- Budget permitting, conducts site visits during semester of the program when appropriate.
- Designs and implements faculty development opportunities for broader participation of PLU faculty, subject to availability of funding and approval of the Wang Center Executive Director.

- Encourages input and ideas for improvement and/or expansion of the program from all faculty, staff and student participants.
- Works closely with the Wang Center on administrative matters such as health, safety, liability, and academic credit transfer issues.
- Ensures timely order/duplication of course materials books and using an electronic medium, uploads readings for students on the program. Recommend books and media for the PLU and on-site program library, if there is one.
- Prepares the master semester calendar in collaboration with the Wang Center Gateway Program Manger.
- Collaborates with Wang Center Gateway Program Manger on promotional materials, including the program website.
- Reviews student evaluations and site director's report; debriefs with Wang Center Executive Director.
- Convenes program advisory committee for ongoing assessment and other activities.
- Collaborates with Wang Center Executive Director on applications for outside funding and new partnerships in support of the program.
- Participates in program director meetings and other global education planning.
- Participates in annual program review with Wang Center Executive Director, to whom the program director reports.