CEAP Program Director Agreement

Program: Parks and Recreation Management (PRM)

Program Director: Callie Schultz

Department Head: Lisen Roberts

Compensation at Tier 1 annually: $3000 stipend (distributed in Summer); 1 course credit per academic year (Fall or Spring); $1500 in professional development/research (fiscal year)

Responsibilities:

Coordinate the following

* Course scheduling
* Curricular development
* Adjunct instructors
* Program marketing
* Student admissions
* Open houses
* Student recruitment activities
* Student retention activities
* Program policies and procedures
* Risk management
* Summer availability
* Communication with program faculty
* Communication with program students
* Communication with stakeholders
* Advisory Board
* Program assessment
* Continuous Improvement Reporting
* Field placement
* MOUs and Letters of Agreement
* COAPRT accreditation application
* Continuing education contract courses
* Program budget request

Dates in effect: 2020-2021

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date