

## **Roles and Responsibilities of the Program Director**

The Program Director (PD) for the MS in Health Informatics Degree in Mason's Department of Health Administration and Policy provides academic leadership for Health Informatics academic programs and the faculty. The PD reports to the Department Chair. The Program Director's responsibilities include but are not limited to serving as the program's chief academic officer:

### **Supervision and Leadership of Program**

- Supervises academic program operations and oversees management of academic program assets and resources, providing guidance to administrative and support staff
- Provides input into the annual Department Budget and assists the Dept. Chair with the allocation of budgeted resources
- Assists in the recruitment, selection and supervision of Full-time and Adjunct Faculty
- Coordinates work assignments for graduate students and assigns their work space
- Selects graduate student assistants and scholarship recipients
- Represents the academic program and its faculty to the College, and University and external entities and serves as liaison between the program, its faculty, staff and students and university officials and stakeholders.

### **Program Curriculum and Course Development**

Oversees development and maintenance of health informatics curricula and academic program actions related to University catalog listings, program course sequencing and scheduling.

- Provides leadership for the development of Health Informatics program curriculum, including tracks and/or new certificate programs, ensuring fit with the mission of the University and Department
  - Develops and revises courses; ensures an accurate course inventory
- Maintains a master course schedule for program courses
- Maintains up to date text/content for the program website content, the student handbook, brochures and marketing materials, and ensures annual updates to the Mason catalog
- Provides input to development and revision of Department Policy
- Conducts and/or participates in Mason and HAP academic program assessments and evaluations and contributes to documentation and program data analysis as required by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines
- Assists with accreditation and university or state-required program reviews.

### **Student Recruitment, Admissions and Advising**

- Interacts with prospective students and applicants to provide information on the program and issue timely responses to inquiries
- Participates in marketing and recruiting events and informational sessions for the graduate program
- Chairs the Admissions Committee of the Health Informatics Section, reviewing applicants and making admission decisions on a timely basis.
- Initiates communications with new admits and current students related to academic operations, advising and special events
- Participates in orientations, chat discussions, graduate fairs, and open houses for new students
- In collaboration with the Department Chair, plans enrollment changes in the program to coincide with graduate course scheduling and instructional coverage
- Selects students in spring/summer for graduate assistantships and scholarships
- Assign student's academic program advisers and advises students as needed

### **Outreach and Other Responsibilities**

The PD represents the academic program's interests in both internal and external endeavors that include but are not limited to the following: Meeting with the Health Informatics Advisory Board; serving as a liaison between the program and other campus constituencies; and participating in community events in which the program Department and/or informatics section is represented.

- Serves as the point of contact for interdisciplinary inquiries and academic programs related to Health Informatics
- As requested by the Chair, prepares reports and planning documents
- Conducts surveys of students, graduates, and/or employers as necessary to assess the quality of student learning and program effectiveness
- In collaboration with Department Chair, serves as co-chair of the Health Informatics Advisory Board