MEMORANDUM

TO: Steve Allred, Provost

CC: Jim Narduzzi, Dean, School of Continuing Studies

FROM: Jim Gibson, Chair, Committee on Faculty Status

DATE: April 29, 2010

RE: Faculty Status for Director of the Partners in the Arts Program

The Committee on Faculty Status met today to consider the proposal that the position of Director of the Partners in the Arts Program, currently held by Dr. Elizabeth Sheehan, be granted faculty status. After examining our committee guidelines and the position description (which had been revised since it was last before the committee), we voted in favor of the proposal.

We accordingly recommend that the position be granted faculty status and that the university faculty endorse this recommendation at its next meeting.

Please let me know if you have any questions.
University of Richmond

Position Description

(See instructions for assistance in completing document)

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director – Partners in the Arts</th>
<th>Position No:</th>
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<tbody>
<tr>
<td>Depart/Unit:</td>
<td>School of Continuing Studies</td>
<td>Pay Grade:</td>
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<td>Reports to:</td>
<td>Senior Associate Dean – Academic Programs</td>
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<td>FLSA Status:</td>
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<td>Date Revised: 11/4/09</td>
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POSITION SUMMARY: (Summarize the general purpose of this position. This statement should give a brief overview of the basic purpose of the position.)

This position directs all aspects of Partners in the Arts (PIA), a nationally recognized K-12 arts-in-education program. Responsibilities include grant administration; teacher training in arts integration through workshops and an annual summer institute; fund raising; managing PIA’s budget; staffing the program’s Governance Committee; and promotion of the program through meetings with teachers and school administrators as well as creating brochures and other information documents. The director works closely with member schools and school systems in Chesterfield, Goochland, Hanover, Henrico, Powhatan and Richmond and with artists and arts and cultural organizations in the greater Richmond area.

JOB DUTIES/RESPONSIBILITIES: (Generally 6 -12 items, include annual % of time typically spent performing each duty. Combine those duties with individual % of less than 5%. Total percentage = 100%. Be concise but clearly outline the basic components of the position conveying the scope and complexity of the assigned responsibilities as well as the level of assigned authority.)

Direct Summer Institutes (25%)
- Develop curriculum to be implemented in the Summer Institute
- Oversee implementation of the curriculum, providing direction and supervision to faculty, artists, and other participants in the program
- Write grants to fund Summer Institute (fall and winter)
- Work with UR SCS marketing staff to develop brochure for Summer Institute (winter); write and approve copy
- Distribute brochures to consortium partners; provide promotion and explanatory materials to art specialists to help them recruit teachers for the Summer Institute (winter)
- Develop annual program for 5-day Summer Institute, contracting with teaching artists, arranging field trips, working with UR’s Modlin Center staff, dining services staff, and Telecom and Multimedia Services (winter through spring)
- Work with UR SCS Summer Programs staff on registration of teachers for Summer Institute (spring)
- Conduct Summer Institute, including coordinating events every day, addressing teachers, making sure instructors, equipment, meals and supplies are available as needed, and advising all teachers participating in the Summer Institute about how to develop their team’s unit plans (June)
- Grade all team unit plans (July)
- Write letters to all school superintendents and principals describing unit plans created by their teachers (July)

Administer Grants Program (20%)
- Update grant guidelines handbook (summer)
- Update directory of regional artists (summer)
- Distribute grant guidelines handbook and directory of artists to K-12 schools in greater Richmond area (fall)
- Hold grant-writing workshops in venues throughout region
- Administer all phases of the grant application process: letters of intent, grant committee review of these, requests for full proposals, review of full proposals, notification of grant awards (fall through spring)
Administer grants that are awarded: supervise payment of grant funds at three points in the year-long award schedule, visit schools that have been awarded grants, review midterm and final reports and assemble data from these, attend culminating events (throughout school year)

Visit potential grant sites to consult with potential grantees and observe program activities.

Promotion and Outreach (15%)

• Write annual report for each participating school system summarizing Partners' contribution to their school district, i.e., grants awarded, number of teachers who attended Summer Institute and other workshops (summer)

• Provide general information about Partners, its grants program and professional development opportunities at individual schools, teachers' in-service events and other venues as requested. For example, will be meeting with Richmond Public School principals this fall.

• Create brochures, guidelines and newsletter copy about Partners.

Teaching Credit Courses (10%)

• Teaches two (2) credit courses per year in the School of Continuing Studies or elsewhere on campus

Scholarship and Research (10%)

• Conducts research on best practices in arts education and disseminates findings to Summer Institute faculty and participants

• Develops and assesses the learning outcomes of PIA grants; assists teachers in implementing evaluative measures and practices

• Collects and disseminates information and best practices on integration of the arts into K-12 curriculum

Administrative PIA Governance Committee (10%)

• Staff approximately 12-member Governance Committee that serves as advisory board for Partners in the Arts (September through May)

• Convene five committee meetings a year in addition to a grant committee review meeting in December; take minutes and distribute them

• Provides copies of all full proposals to committee members as well as rating sheets and support materials; calculate final grant ratings by committee members (May) Keep committee apprised of all Partners developments

Fundraising (5%)

• Write grants to fund Partners in the Arts Summer Institute (noted above)

• Write grants to fund other workshops such as one-day preschool institute for kindergarten and pre-k instructors held in June

Budget (5%)

• Invoice consortium members (Richmond Public Schools and Chesterfield, Goochland, Hanover, Henrico, and Powhatan County Public Schools, as well as select independent schools)

• Pay Partners invoices and keep track of expenses for different projects Write midterm and close-out reports for grants received

CONTACTS: (List those individuals or groups, outside the normal work group, the position regularly interfaces with and the purpose of that contact. Ex: Potential donors -- to solicit donations.)

• Deans of Arts and Sciences, Continuing Studies – program planning and direction

• School Division Superintendents, Directors of Instruction – program promotion and planning

• Potential corporate and individual donors – funding for the program

• Arts Council of Richmond – funding and direction for the program; promotion of the program

SUPERVISION EXERCISED: (Identify the type of supervisory responsibility that is expected from this position. (See instructions for definitions.)

Effective March 2008
Teachers in the Summer Institute; private artists, staff for the program
PIA Governance Committee

WORKING CONDITIONS/PHYSICAL EFFORT: (Identify the working conditions and physical demands which relate to the job duties/responsibilities of the position.)

No unusual conditions – office environment

QUALIFICATIONS:
(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

Knowledge, skills & ability: (Ex: Entry level knowledge of accounts payable processes; Skill in the operation of carpentry hand and power tools; Ability to read, interpret, and apply policies and procedures.)

- Ability to write and develop grant applications, including budgeting and program outcomes
- Supervisory abilities to direct teachers and artists in the Summer Institute
- Excellent public relations and speaking skills
- Excellent writing skills
- Ability to develop and manage budgets for the program and Summer Institutes
- Ability to develop promotional materials for the Program
- Programmatic development and implementation skills

Education & experience: (List the specific education, years and type of experience required for entry into the position. Ex: High school graduation and 5 years of experience in providing administrative support function in an office setting.)

- Minimum of 5 years experience in education, preferably in a secondary educational setting, working with instructors and administrators to develop curriculum, supervise teachers and direct program implementation in the arts. Strong understanding of curriculum development and program integration (sciences, math, English, social studies, etc. with art programs). Strong understanding and experience in pedagogical methods.
- Minimum of a Master's degree in Education or related field of study. Doctorate preferred.

Effective March 2008