

# **International Business School Academic Programs Structure**

## **1. Program Coordination Committee (PCC)**

- a. The function of the Program Coordination Committee (PCC) is to serve as the primary advisory body to the Dean and Senior Associate Dean at the International Business School concerning programs and curriculum. The committee reviews and analyzes the School's degree programs, curriculum, and academic policy. The Committee approves all new courses. In addition, it is expected that the Dean and Senior Associate Dean consult the PCC on all academic issues of importance to the business school. The Committee is composed of the program directors from each of the International Business School graduate programs, the Chair of the Undergraduate Business program, the Chair of Economics, and senior administrators, as appointed by the Dean. The Dean or Senior Associate Dean chairs the committee.
- b. Changes to one program affect other programs at the International Business School. One purpose of the Committee is to suggest, coordinate, and recommend changes regarding programming and curriculum with the primary purpose of keeping the International Business School, as a whole, relevant, competitive, and in sync with Brandeis University.
- c. The PCC meets monthly during the academic year under usual circumstances. Detailed notes will be taken of the proceedings and circulated to faculty and staff in a timely manner. If a faculty member who is not a member of the PCC has concerns about a change or proposed change, the concern should be brought to the Committee, discussed by the Committee in the following meeting, with the concern and resolution recorded in the following month's notes. The faculty member may be invited by the Committee to put forward their arguments and concerns directly at the meeting.

## **2. Role of Program Directors**

- a. The Program Directors include the Directors of the Master's Programs, the Director of the PhD program, and the Chair of the Undergraduate Business Program. The Program Directors report to the Dean of the International Business School.
- b. The Program Directors, with guidance from the Senior Associate Dean, recommend strategic leadership for the programs. The Program Director oversees the overall performance of the Program and is expected to collaborate with other Faculty, Student Services, Admissions, and Careers. The Program Directors regularly brief the Senior Associate Dean of the International Business School on important issues as they develop.
- c. The Program Director, in collaboration with Program Advisors and other Staff,
- d. Meets with the Program Advisor(s), the Career Coach(es), on a regular basis to review the academic and career progress of students and to discuss possible academic standing issues.

- e. Manages the curriculum of his or her Program, including the design and approval of new courses, as well as the deletion of existing courses (as needed).
- f. Manages the procedures associated with his or her program, including changes in requirements and structures and the setting of learning goals. When proposing changes to the core courses or the requirements of the program, the Program Director consults with the PCC.
- g. Assists the Senior Associate Dean of Academic Programs in managing faculty needs, including assisting in the recruitment of T/TT faculty and reappointment and review of contract and adjunct faculty.
- h. Chairs the Program Review Committee, a committee that is convened once every 5-years (approximately) to do an in-depth Program review.
- i. The Program Director is a member of the Program Coordination Committee, the Academic Review Committee and the Academic Standing Committee.
- j. The Program Director is a member of the Program's Admissions Committee and may, with the approval of the Dean, appoint an alternative program representative. The Program Director of the Ph.D. program is responsible for Ph.D. admissions.
- k. The Chair of the Undergraduate Program is a member of the Arts and Sciences Chairs committee and must fulfill all obligations as a Chair of an Interdepartmental Program in A&S in addition to his or her duties to the International Business School.
- l. The Program Director is the primary representative and "face" of the Program. As a representative, these duties include:
  - i. Addressing the students during orientation, conducting program meetings during the year, and representing the program during awards ceremonies and commencement.
  - ii. Attending social events to represent the program as needed.
  - iii. Coordinating with Marketing and Communications and Admissions in producing admissions promotions materials.
  - iv. Engaging with businesses, employers, and Careers colleagues as relevant for the program.
  - v. As is relevant and feasible, attending promotional events for the programs and school.
- m. The Program Director collaborates with the Program Advisors in resolving any student questions or issues. Unresolved issues should be referred to the Senior Associate Dean.

### **3. Role of Senior Associate Dean**

- a. The Senior Associate Dean is responsible for the supervision and implementation of all academic functions. Acting under the authority, and subject to the approval of the School's Dean, and in collaboration with faculty and staff within the school (as appropriate),
  - i. Oversees the management of the curriculum, including the design and approval procedure of new courses and the deletion of existing courses (as needed);

- ii. Oversees the management of the school's degree programs and the associated procedures, including changes in requirements, structures, and the setting of learning goals;
  - iii. Manages faculty personnel needs of the International Business School and assists with the recruiting of new faculty;
  - iv. Determines faculty teaching assignments; and
  - v. Supervises the scheduling of International Business School courses.
- b. Is responsible for organizing the Brandeis International Business School's processes concerning appointment, reappointment, and promotion for contract and adjunct faculty at the school.
  - c. Manages individual faculty assignments with respect to the various service functions at the Brandeis International Business School.
  - d. Appoints committees and their Chairs to consider appointments, reappointments, and promotions outside the tenure structure; creates and appoints other committees relating to academic issues as required.
  - e. As required, advises the Dean and Provost with respect to university service of Brandeis International Business School faculty and assists the Dean and Provost in implementing university and governmental policies.
  - f. Oversees the evaluation of faculty job performance for contract faculty members.
  - g. Regularly briefs the Dean of the International Business School on important issues as they develop, inviting the Dean to key meetings as necessary.
  - h. Supervises staff functions closely related to the curriculum or contract faculty issues.

#### **4. Role of Dean**

- a. Brandeis International Business School is led by the Dean of the Brandeis International Business School.
- b. As noted in the Brandeis faculty handbook, "The Dean of the Brandeis International Business School, reporting to the Provost, has authority over faculty appointment, reappointment, tenure, and promotion processes in the School, as provided for by this Handbook. The Dean has administrative responsibility, under the Provost, for the School's graduate education and research functions. Acting in close cooperation with the Provost in matters of academic policy, the Dean is responsible for the implementation of academic rules and regulations, academic advising, promotion of academic integrity, graduate admissions and financial aid policies, research activities of the faculty, management of academic resources, and other academic activities in the School."

*Approved 2/16/2022 by the Program Coordination Committee  
Brandeis International Business School*