

**School of Public Service Academic Leadership  
Policies and Procedures**

## School of Public Service Academic Leadership Chart

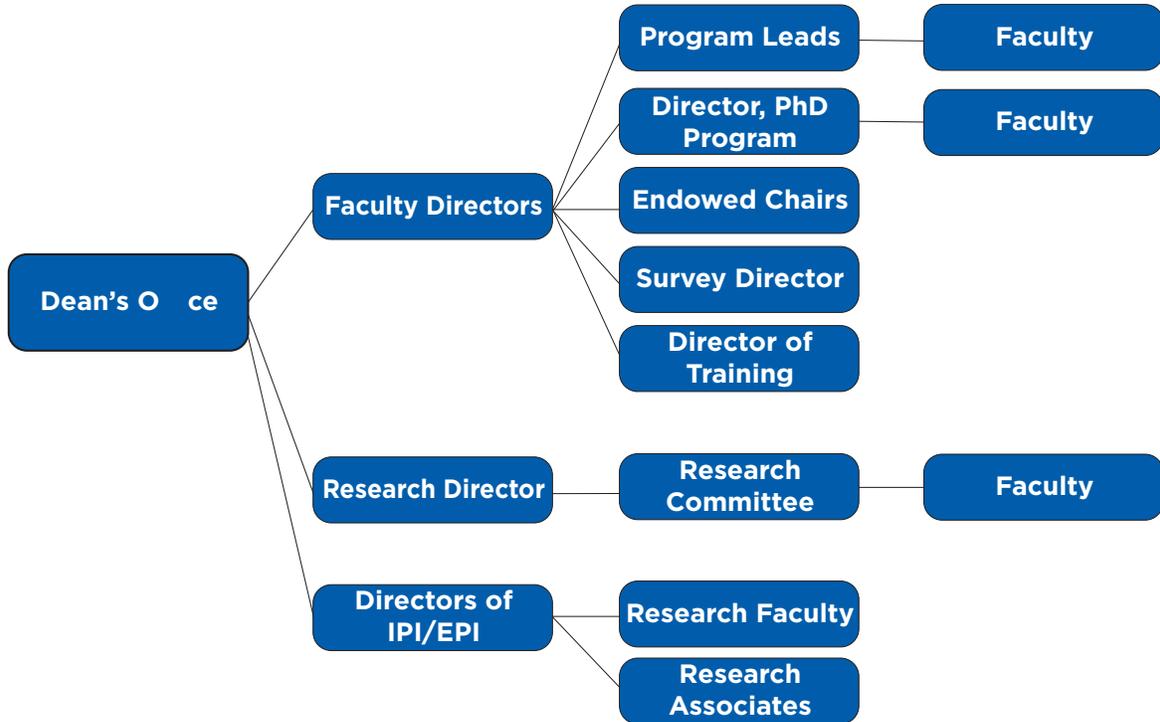
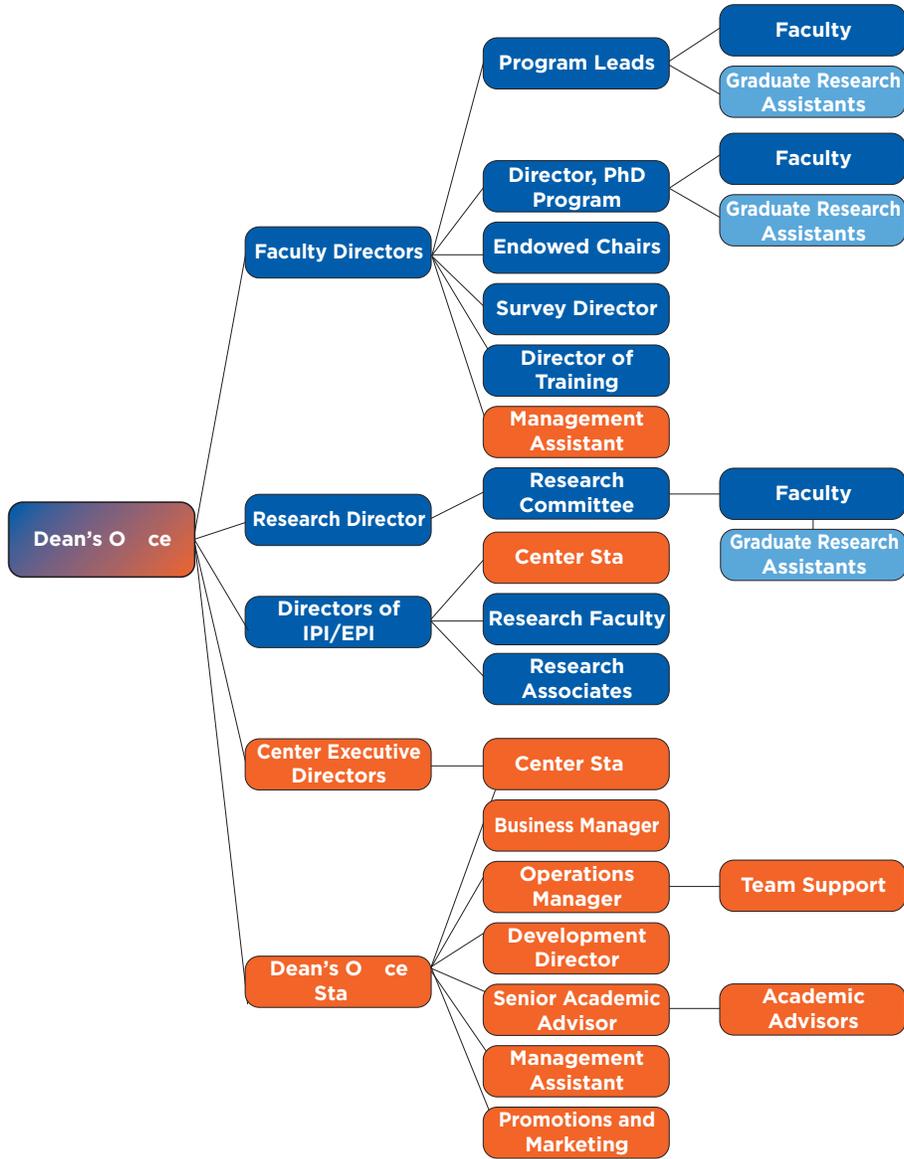


Figure 1: Academic leadership positions and faculty roles in the School of Public Service.

## School of Public Service Organizational Chart



**Figure 2:** Organizational chart, School of Public Service. In dark blue: faculty positions. In orange: staff positions. In light blue: student positions.

## Overview

This document outlines the roles, responsibilities, compensation, and evaluation processes for those in leadership positions in the School of Public Service. These procedures and descriptions were developed through a process that incorporated extensive faculty feedback and review, and are meant to foreground the importance of collaborative decision-making and faculty governance in the School. More detailed job descriptions for particular positions may be developed on a case-by-case basis, as program, Center, and School needs may vary. Job descriptions and compensation/evaluation structures may be updated as program and School needs evolve; these efforts will be led by the Dean's office and Faculty Directors, and should be done in consultation with Program Leads, faculty, and/or staff in the School.

Note: Figure 2 is not meant to indicate a "chain of command" for all matters. Rather, the figure is meant to provide some general clarity with regard to reporting lines, program development, and so on.

All SPS policies are aligned with university policies.

This document is intended to be a "living document," and is subject to change depending on School needs, strategic investments, and shifting budget priorities and realities. Stipends, for example, may change from year to year depending on budget and other concerns. Faculty and staff may request modifications to this document through the Faculty Directors, who will work with the Dean's office to evaluate requests. New updates, when relevant, will be communicated with faculty and/or staff, and the new document posted online.

## **Dean of the School of Public Service**

*Selection Process:* Deans are typically selected following search processes overseen by the Provost's office.

*Responsibilities:* No formal description of responsibilities exists in university policy, and Deans must necessarily adapt to changing university and School needs. The following list is intended to give faculty a sense of the types of duties the Dean of the School of Public Service undertakes, and is not meant to be exhaustive, nor must every Dean do each of the activities listed. Deans report to the Provost and the Vice President for Academic Affairs.

1. Academic Deans at Boise State are responsible for ensuring that their academic programs meet stated objectives and effectively educate students. Examples of responsibilities include the following:
  - Work to attract and retain students and faculty to enhance the academic profile of the college
  - Lead and coordinate college strategic planning and curriculum development processes
  - Supervise, evaluate, and support faculty in a manner that promotes excellence in instruction, scholarly and creative productivity, and service
  - Collaborate with colleagues to improve the academic offerings and to update curricula to meet changing trends and requirements
  - Coordinate with the Vice President of Research and other divisions on campus to promote scholarship and creative activity
  - Provide recommendations to the Provost regarding hiring, tenure and promotion, and sabbaticals and other leaves for faculty and staff
  - Work with faculty to develop new academic programs
  - Serve as liaison between the School and the University, especially University administration.
2. Academic Deans at Boise State are responsible for leading college efforts toward achieving University goals and for articulating college or school priorities to the Provost, President, and other members of the administration. Examples of responsibilities include the following:
  - Advocate for the School, while detailing and explaining its progress, successes and struggles
  - Advise the University Provost on University policies and procedures and make recommendations on policies and procedures
  - Serve on Deans' Council and the Administrative Council
  - Participate in numerous efforts to improve the campus climate and increase the University's commitment to diversity, inclusion, and equity.
3. Academic Deans at Boise State are responsible for managing their division's budget and other financial responsibilities. Examples of responsibilities include the following:

- Work with staff within the School on the schoolwide budget, making major decisions on how to devote financial resources and choosing which priorities to fund and which efforts to cut
  - Serve as chief fundraiser for the School by developing, leading, and encouraging fundraising in support of the School's goals and the goals of its programs by meeting with potential institutional and individual donors in line with metrics established by University Advancement
  - Facilitate implementation of new university budget models
  - Enhance School-wide appropriated funding
  - Advocate for School funding with both internal and external stakeholders
  - Make donor contacts for the School.
  - Supervision of SPS Advising Team and Promotions/SPS Communications
4. Academic Deans at Boise State are responsible for serving as the chief public figure for their division, representing it before a range of audiences, including the governor, state legislature, state agencies and boards, local officials, alumni, parents, and students. Examples of responsibilities include the following:
- Serve as the School's public face to more external audiences, such as alumni, the media, prospective students, the state legislature, and the general public
  - Regularly deliver speeches, provide interviews, and attend and host events
  - Serve on a variety of advisory boards and commissions.
  - Serve as SPS representative for student recruitment and new student orientation
5. The following positions also report directly to the Dean:
- Associate Dean
  - Faculty Directors
  - Research Director
  - Executive Center Directors
  - Dean's Office Staff
  - Senior Academic Advisor

*Workload:* This is a 100% administrative appointment. Deans may also choose to teach or do research, but this is considered outside the scope of their official appointment.

*Compensation:* Compensation for the Dean position is negotiated with the Provost's Office.

*Evaluation:* The Dean is evaluated annually by faculty, following university policy #4520.

## **Associate Dean of the School of Public Service**

*Selection Process:* Internal or external competitive search and/or appointment by Dean, School of Public Service.

The Associate Dean supports the Dean **in any of the activities listed above in the Dean's job description**, when appropriate and requested by the Dean. In addition, the Associate Dean's responsibilities include the following:

### ***Additional Responsibilities:***

1. Address student grievances/student-faculty conflicts
2. Represent SPS on a variety of university committees
3. Oversee Dean's office processes, including P&T, Emeritus Faculty, Sabbaticals, and so on
4. Serve as SPS representative for student recruitment and new student orientation
5. Special projects as assigned by the Dean
6. Joint responsibility for SPS Dean's Office management
7. Review curriculum adjustments for approval
8. Work with appropriate parties to develop/revise SPS policies
9. Problem-solve internally and externally with the Dean
10. Other duties as agreed upon by the Dean and Faculty Directors

The following positions also report directly to the Associate Dean:

- Operations Manager

*Workload:* Workload can vary based on mutual agreement between the Dean and Associate Dean, but the administrative percentage generally varies from 70-100%, with the remainder being spent on teaching, research, and/or service.

*Compensation:* Compensation for the Associate Dean position is negotiated with the Dean. Typically a 12-month appointment.

*Evaluation:* A short Associate Dean evaluation survey will be distributed each spring to all faculty as part of yearly leadership evaluation processes. Based on this feedback and other relevant information, the Dean will review the Associate Dean as part of the yearly personnel review process.

## **Faculty Directors**

The Faculty Directors work collaboratively with the Dean's office, faculty, staff, and students to ensure the mission and vision of the school are being met through program development, policies and procedures, and other School operations. There are typically two FDs who are elected, but that number may vary depending on School needs and resources.

*Selection Process.* Faculty Directors are elected by the faculty of the School of Public Service. Only full-time, tenured faculty are eligible for this position. Faculty Director elections are managed by an elections committee (see Appendix 1); elections must be approved by the Dean's Office.

### *Responsibilities:*

1. Advocate, Communicate and Connect
  - Serve as advocates for faculty in the School, including meeting periodically with individual faculty and programs and responding in a timely manner to faculty queries and requests
  - Meet regularly with the Dean's office to coordinate policies, procedures, and program development, and to make recommendations on Program Lead and faculty requests
  - Convene and lead meetings of the school faculty when appropriate; appoint and coordinate the work of school committees
  - Communicate with Center Directors and the Research Director about School priorities, curriculum and events
  - Advocate for and seek support for necessary resources as part of the university budget process and as needs arise
  - Make recommendations to Deans regarding program budgets and the funding of Schoolwide programming and activities
2. Oversee School Policies and Procedures
  - Draft, implement, and evaluate School policies, procedures and initiatives
  - Oversee faculty space accommodations, make recommendations to Dean's Office, and coordinate timing and logistics with team support
3. Oversee Teaching, Curriculum and Program Development
  - Provide leadership in the development and leadership of new programs, initiatives, and experiential learning
  - Manage enrollment based on retention, graduation, class size, course availability and other pertinent data
  - Assign and schedule courses to be offered for UF, SPS undergraduate and graduate core, and Schoolwide skills programming across School
  - Work with Program Leads to identify scheduling opportunities, efficiencies, and conflicts
  - Oversee schoolwide curriculum development and help guide revision of new programs

- Be informed by Associate Dean of student conflicts/grievances/complaints processes
  - With the Dean, collaborate with academic advisors around student success and program quality
  - Foster the development of undergraduate and graduate research in consultation with the Research Director and Program Leads
4. **Oversee Faculty Development**
    - Manage junior faculty mentoring, including promotion and tenure processes
    - Serve in the “Chair” role for all university processes and procedures
    - Apply faculty workload policies and negotiate individual workloads
    - Oversee on-boarding new faculty with assistance from the School’s administrative staff
    - Coordinate recruitment of faculty, job descriptions, and hiring
    - Incorporate temporary faculty and staff (e.g. adjunct faculty, visiting faculty and professionals) into the life of the School/program
    - Facilitate sabbatical and Emeritus application processes
    - Sign off on hiring of adjunct and temporary faculty
    - Assist in coordinating faculty offices/space
    - Advise the Dean’s Office on SPS awards and recognition
  5. **Perform Evaluations**
    - Supervise, manage performance, and conduct annual evaluation processes
  6. **Lead Strategic Planning for the School**
    - Lead planning processes to identify School short-and long-term strategic goals
  7. **Lead Committee Assignments**
    - Make School and university committee assignments

*Workload:* The Faculty Directors dedicate 50% of their workload to the position, and are on a 1/1 teaching load.

*Compensation:* The Faculty Directors receive a \$15,000 stipend and a tenth month of salary.

*Evaluation:* A short evaluation survey of Faculty Directors will be distributed to all faculty each spring as part of yearly leadership evaluation processes. The Faculty Directors will also complete a self-evaluation for their administrative work in Faculty 180. Based on this feedback and other relevant information, the Dean will review the Faculty Directors as part of the yearly personnel review process.

## **Research Director**

*Selection Process:* The Research Director is chosen by an SPS Leadership Committee every three years. Only full-time, research-active faculty are eligible for this position. “Research-active” means that the Research Director is actively producing academic and/or public scholarship, and has some contemporary knowledge of or experience with peer-reviewed, funded, and public service scholarship. The Leadership Committee’s recommendation must be approved by the Dean’s Office. See Appendix 1 for selection procedures.

### *Responsibilities:*

1. Convene and chair the School of Public Service Research Committee
2. Work to enhance research culture in the School and University for faculty and students
3. Work with the Faculty Directors to share information, promote SPS interests, and look for research and curricular alignments
4. Administer internal grants, which includes chairing the Grants Subcommittee of the SPS Research Committee and managing submissions and awards processes for research grants in the School of Public Service
5. Coordinate research events, collaborate with SPS promotions team to promote relevant research events, and plan, manage, and execute the SPS Brownbag research series
6. Regularly communicate with Faculty Directors and Program Leads regarding programming and other initiatives
7. Follow committee by-laws that indicate committee member selection and terms, including notifying new members of their service, and continuing members whose terms are continuing or ending
8. Present to SPS classes on relevant Research Committee programs or initiatives
9. Promote faculty professional development in the area of research, including overseeing and evaluating the external funding fellowship program and managing and implementing faculty writing retreats
10. Facilitate research support among undergraduate and graduate students by coordinating with Program Leads. At the graduate level, this involves working with Program Leads to coordinate Graduate Assistantships and to support graduate student research. At the undergraduate level, the RD works with Programs Leads to promote undergraduate student research opportunities
11. Convene faculty across units, including facilitating connections between research centers and institutes and academic programs and supporting efforts to build research connections across SPS faculty
12. Plan and manage the Research Committee’s annual budget in collaboration with the School of Public Service Senior Business Manager

*Workload:* The Research Director dedicates 20-40% of their workload to the position, determined in consultation with the Dean’s office and Faculty Directors, and may take up to

one course release per year. Workload varies depending on the strategic needs of and available resources in the School.

*Compensation:* The Research Director receives an \$8,000 stipend.

*Evaluation:* A short evaluation survey of the Research Director will be distributed to all faculty early each spring as part of yearly leadership evaluation processes. The Research Director will also complete a self-evaluation for their administrative work in Faculty 180. Based on this feedback and other relevant information, the SPS Dean will review the Research Director's activities as part of the yearly personnel review process.

## **Executive Directors of Centers and Institutes**

*Selection Process:* Executive Directors are Professional Staff Positions hired according to guidelines established by Human Resources and through processes involving both the School of Public Service and the board of the Center or Institute. Currently, the School has two Executive Directors—one for the Andrus Center for Public Policy and one for the Frank Church Institute. Executive Directors are reappointed each year by the SPS Dean based on satisfactory performance and board confirmation.

### *Responsibilities:*

1. Work with the Board to advance the Center or Institute's mission and achieve stated goals
2. Seek out opportunities for grant supported mission-focused endeavors
3. Collaborate with SPS Program Leads and Faculty Directors to develop relevant programming for and connections with existing academic programs
4. Periodically attend meetings with SPS Deans, Faculty
5. Directors, Center Directors, and/or Program Leads to communicate about programming or other relevant initiatives
6. Represent the Center or Institute at public events and in the press
7. Is responsible for the day-to-day operations of the Center or Institute, including accounting and marketing
8. Work with Endowed Chair(s) to develop programs that engage Boise State students and provide opportunities for enhanced scholarship
9. Work to build active partnerships with the School of Public Service and Boise State University, faculty, and staff

*Workload:* Professional staff position.

*Compensation:* Set by Boise State's Department of Human Resources.

*Evaluation:* Completed annually by the Dean of the School of Public Service.

## **Director of Idaho Policy Institute**

*Selection Process:* Every three years, the Dean of SPS will solicit letters of interest from among current faculty in the School for the IPI Director position. Applications should include a letter of intent along with a CV. Letters of intent should outline the applicant's qualifications, interest in or experience with administrative leadership, and a statement of their approach to leadership and collaboration with internal university and external community partners. The Director of IPI is then appointed from among these applicants to a three-year term by the SPS Dean. The SPS Dean will communicate with all SPS faculty and staff about the appointment.

*Responsibilities:* The Director of IPI has overall strategic and operational responsibility for the Idaho Policy Institute staff, programs, expansion, and execution of its mission. The Director oversees the business plan, networks with key policymakers and media, manages the core program and collaborates with the School of Public Service to ensure research and engagement opportunities are distributed to subject matter experts.

Major responsibilities include the following:

1. Manage internal relationships: Works closely with the Office of Sponsored Programs, Office of the Vice President of Research, Advancement, the University Foundation, School of Public Service, and centers, departments, and faculty across campus in regards to collaboration and co-involvement with proposal development and research efforts
2. Manage external relationships: Work in partnership with SPS External Affairs Director to cultivate community relations and build strategic partnerships with public, private and nonprofit sector organizations across Idaho and interact with local, state, regional, and federal funding agencies as well as foundations.
3. Working through established relationships, identify needs of communities/organizations/decision makers that can be addressed through IPI/SPS activities (technical assistance, research, leadership development, etc.)
4. Determine Principal Investigator for new projects based on field of study and availability. Note that although IPI employs research faculty, the Director has a shared responsibility to increase research opportunities for both IPI and SPS, therefore a PI may be outside the Institute
5. Identify qualified faculty, when requested, to assist with outreach (speaking engagements, panels, etc.)
6. Coordinate and meet periodically with SPS Program Leads and Faculty Directors to develop or report on relevant programming and curricular opportunities
7. Oversee IPI Assistant Director and IPI Operations Manager, maintaining general knowledge of the work performed in those roles
8. Conduct annual evaluations and provide professional development opportunities for IPI staff
9. Work with the SPS Dean's office to develop and manage IPI's operating budget and grow capacity of the Institute

10. Participate in community service as part of the position, including serving on committees, attending meetings, etc., as determined appropriate

*Workload:* 100% administrative.

*Compensation:* Determined through consultation with the Dean. May vary in accordance with School strategic priorities and resource allocation.

*Evaluation:* Completed annually by the Dean of the School of Public Service in accordance with HR policies.

## **Director of Energy Policy Institute**

*Selection Process:* The selection process may vary depending on the needs of INL/CAES and university partners (see below). Currently, Directors are hired using a national search process with input from SPS faculty (where the Director has return rights as a faculty member), CAES leadership, and the Vice President for Research and Development at Boise State.

*Responsibilities:* EPI, based at Boise State University, specializes in energy-relevant policy, planning, and decision-making with an emphasis on systems change. The Institute is the policy body of the Center for Advanced Energy Studies (CAES), a research, education, and innovation consortium, consisting of Boise State University, Idaho State University, University of Idaho, University of Wyoming, and Idaho National Laboratory. The Director has overall strategic and operational responsibility for EPI. This includes developing the Institute's strategic mission and plan, and the management of the research and administrative staff, programming, business development, research, and educational initiatives. The Director oversees the planning in a way that recognizes BSU, CAES, State, and Federal accountabilities; networks with key policymakers, clients, partners and other stakeholders; and collaborates with the School of Public Service and other partners.

Major responsibilities include the following:

1. Support the advance of policy, research, education and innovative capacity of Boise State, SPS, and CAES in the energy domain. Specific to SPS, supports ongoing programmatic capacity-building
2. Oversee the EPI team, including conducting annual evaluations and providing professional development opportunities in conjunction with Institute aims
3. Organize the annual conference. This includes selecting topics, speakers, and venue; establishing contracts and implementation; working closely with EPI staff, advisors, Legal, Communications, external vendors, and participants
4. Is a resource for the community, including serving on committees, advising, attending meetings, etc.
5. Work through new and established relationships to identify needs of decision-makers, communities, and organizations that can be addressed through EPI/SPS/CAES activities
  - Internal: Work closely with the Office of the Vice President of Research, Advancement, SPS, School of Engineer, CAES personnel and entities at Boise State, Office of the Provost, Office of Sponsored Programs, University Foundation, Graduate College, HR, Legal, Finance, BSU/SPS/VPR Communications, Extended Studies, and centers, departments, and faculty across campus on research and educational initiatives, proposals, capacity-building, compliance, advising, and outreach
  - External: Work in partnership with the CAES Director, based at Idaho Falls, and CAES Associate Directors from the affiliate entities, senior management at Idaho National Laboratory, federal, state, and local agencies, inter-governmental organizations, industry, nonprofit

organizations, foundations, BSU-wide Comms and Development staff to cultivate relationships and build strategic partnerships with public, private, and nonprofit sector organizations

*Workload:* 100% administrative.

*Compensation:* Variable, determined by stakeholders (VPR, CAES, Dean of SPS).

*Evaluation:* Completed annually by the Boise State VPR, with input from SPS Dean and Faculty Directors, when relevant and depending on workload.

## **Program Lead**

*Selection Process.* Program Leads will be elected every three years by faculty teaching in the respective programs of the School. Generally, there is a strong preference in the School for tenured, full-time faculty to serve as Program Leads, but there may be occasions where tenure-eligible or non-tenure-track faculty—because of their expertise, administrative skills, or other experience—may be nominated to serve as Program Leads, and may be elected by programs. Programs also have leeway to determine which faculty may vote in program lead elections. For example, interdisciplinary programs may include faculty in their election procedures who do not have appointments in SPS but are involved in teaching for the program or are engaged in other program-building activities. See Appendix 1 for election procedures.

*Responsibilities:* Program Leads coordinate academic programs in the school with support from Faculty Directors and administrative staff. Responsibilities include the following:

1. Coordination of Program faculty
  - Convene and lead meetings of the program faculty at least once a semester and coordinate the work of program committees
  - Oversee coordinators of internships and experiential learning
  - Coordinate periodic program review and/or specialized accreditation processes, as mandated by university or accrediting body
  - Oversee curriculum review, development, and change processes
  - Foster relationships with alumni and external constituencies through such means as advisory committees, newsletters, surveys and community partnerships
  - Hire adjunct and visiting faculty, with approval from Faculty Directors
  - Help incorporate temporary faculty (e.g. adjuncts, visiting faculty) into the life of the School/program
  - Mentor program junior faculty as needed and provide feedback to Faculty Directors for yearly evaluation and promotion and tenure processes
  
2. Manage program operations
  - Coordinate and assume responsibility for and management of yearly program budget
  - Ensure an inclusive and diverse work environment in which all faculty, staff, and students are able to safely and effectively work and learn.
  - Approve content of all program information included in the catalog and other University publications, including marketing materials
  - Develop program-specific course schedules, in consultation with Faculty Directors and considering Schoolwide needs and schedules that follow the Principles of Scheduling
  - Oversee coordination of concurrent enrollment and/or self-support programs, when appropriate
  - Coordinate relationships with other programs and faculties as needed for curriculum and activity purposes

- Collaborate with the FDs, fellow PLs, and team support on schoolwide initiatives (e.g. developing experiential learning, shared curriculum, principles of scheduling, school-wide learning outcomes)
3. Serve as liaison with students
- Oversee program-level student recruiting, retention and success efforts
  - Approve/disapprove student requests that require Lead's signature (e.g. academic adjustments, independent studies, 2<sup>nd</sup> degrees)
  - Facilitate the development/operating of student organizations
  - Coordinate program admissions and, when appropriate, assign faculty advisors
  - Advise students, including managing grievance processes
  - When appropriate, coordinate GA selection and placements
  - Foster the development of undergraduate and graduate research opportunities

Different Programs may require slightly different leadership profiles or roles and responsibilities than other programs, and not all Program Leads may take on every task described above, depending on needs and goals.

*Workload.* Program Leads dedicate 30-40% of their workload to the Lead position, and may take up to one course release per academic year. Percentage workload will be determined in consultation with the Faculty Directors and may depend on the strategic needs of the School and resource allocation.

*Compensation.* Program Leads receive an \$8,000 stipend.

Leads experiencing exceptional circumstances, such as beginning, extensively evaluating, or overhauling programs, may make a written request to the Faculty Directors for additional support. Faculty Directors will make recommendations regarding such requests to the Dean's office, which will have final approval.

*Evaluation:* A short Program Lead evaluation survey will be distributed early each spring to all program faculty as part of the yearly leadership evaluation process. Program Leads will also complete a self-evaluation for their administrative work in Faculty 180. Based on this feedback and other relevant information, Faculty Directors will review Program Leads' administrative work as part of the yearly personnel review process.

## **PhD Program Director**

*Selection Process.* The PhD Program has an election process in place for this position, which is in line with the election procedures articulated in Appendix 1. Director is elected to a three-year term.

*Responsibilities.* The PhD Program Director has the same roles and responsibilities as the Program Leads described above. In addition, the PhD Program Director will also do the following:

1. Advise current students regarding Supervisory Committee appointments and the appointment of Graduate Faculty Representatives
2. Ensure the integration of skilled and interested SPS, Boise State, and external faculty mentors into relevant Supervisory Committees
3. When necessary, intervene in dysfunctional or unethical committee, mentor, or student conduct to resolve conflict
4. Maintain the graduate student handbook and keep all policies and procedures updated
5. Oversee the student/mentor yearly self-evaluation process
6. Develop mentor training opportunities for faculty
7. Develop training and extra-curricular educational opportunities for students (i.e., writing and research workshops)
8. Oversee the comprehensive exam process
9. Oversee the dissertation proposal defense and dissertation defense processes
10. Appoint non-PPA representatives to the PhD Program Committee
11. Attend monthly university PhD coordinator meetings and other events, such as the Three-Minute Thesis Competition and Doctoral Weekend events, organized by the Graduate College
12. Serve as Graduate Council representative for SPS

*Workload.* The PhD Program Director dedicates 40% of their workload to the Lead position, and may take up to one course release per semester.

*Compensation.* The Ph.D. program director receives an \$8,000 stipend and a month of summer salary for their work.

*Evaluation:* A short evaluation survey will be distributed to all Program Faculty each spring as part of the yearly leadership evaluation process. The PhD Director will also complete a self-evaluation for their administrative work in Faculty 180. Based on this feedback and other relevant information, Faculty Directors will review the PhD Program Director as part of the yearly personnel review process.

## **Endowed Chairs**

*Selection process:* The endowed chairs are installed consistent with Boise State Policy on Endowed Positions (Policy #11030).

As per policy, “the gift of an endowed faculty position is the most significant way to provide valuable support for the continuing achievements of faculty members of the highest distinction. At universities nationwide, an endowed position is regarded as the ultimate recognition of faculty achievement. Endowed positions are to be created in areas that contribute to strategic initiatives identified by Boise State University, are powerful recruitment and retention tools and are important markers for a university’s prestige and attractiveness to potential faculty.”

*Responsibilities:* Endowed Chairs have similar responsibilities as other faculty in the areas of teaching, research, and service. Endowed Chairs in SPS will periodically report to Center Boards.

*Workload:* Workload is determined in accordance with the Faculty Directors and the Dean, in accord with the SPS workload policy and Boise State Policy on Workload for Tenured and Tenure-Track Faculty (Policy #4560). Endowed chairs in the School of Public Service are expected to maintain at minimum a 1/1 teaching load (20% of effort) in order to connect public service and scholarly research activities and community engagement with Boise State academic programs, and at minimum a 20% service assignment.

*Compensation:* Compensation is set by faculty contract. Endowed Chair funds can be used for additional salary or program development with the concurrence of the Dean and Center Boards.

*Evaluation:* As is the case with other faculty positions, Endowed Chairs are reviewed annually by Faculty Directors, with input from the Dean, and delegated members of Center Boards.

## **Survey Research Director**

*Selection Process:* Every three years, the Dean of SPS will solicit letters of interest from among current faculty in the School for the Survey Director position. Applications should include a letter of intent along with a CV. Letters of intent should outline the applicant's qualifications, interest in or experience with survey administration, and a statement of their approach to public communication with stakeholders. The Survey Director is then appointed from among these applicants to a three-year term by the SPS Dean. The SPS Dean will communicate with all SPS faculty and staff about the appointment.

*Responsibilities:* The Survey Research Director oversees and directs all elements of SPS annual surveys. Responsibilities include the following:

1. Engages in community and elected official outreach to determine topics and questions of interest
2. Oversees the bidding and purchasing process to select the vendor who conducts the survey
3. Writes questions to appear on the survey
4. Conducts analysis of the data after the surveys are completed
5. Writes the survey reports
6. Presents the findings to community groups and elected officials
7. May be asked to conduct additional analyses of the data by community members or elected officials
8. Responds to specific questions from community members and elected officials
9. Periodically presents survey results to SPS faculty and students, including making presentations in relevant courses when requested
10. Handles a variety of media requests pertaining to the SPS surveys, or survey research in general

*Workload:* 10% administrative load.

*Compensation:* The Survey Director may request a 10% workload adjustment from Faculty Directors, and also receives a \$5,000 stipend for their work.

*Evaluation:* The SPS Dean reviews the Survey Director's performance and communicates that review to the Faculty Directors as part of the yearly personnel evaluation process.

## **Director of Training**

*Selection Process:* Every three years, the Dean of SPS will solicit letters of interest from among current faculty in the School for the Director of Training position. Applications should include a letter of intent along with a CV. Letters of intent should outline the applicant's qualifications, interest in or experience with training internal and external stakeholders, and a statement of their approach to professional training. The Director of Training is then appointed from among these applicants to a three-year term by the SPS Dean. The SPS Dean will communicate with all SPS faculty and staff about the appointment.

*Responsibilities:* The Director of Training oversees and facilitate the development of external training programs in SPS. Responsibilities include the following:

1. Act as liaison with relevant state and local government and nonprofit organizations to identify and assist with training needs, including but not limited to: Association of Idaho Cities, Idaho Association of Counties, Idaho County Risk Management Program, Certified Public Manager Program, etc.
2. Serve as Institute Director of the Idaho City Clerks and Treasurers Institute and as Liaison to the International Institute for Municipal Clerks. This involves assisting in the planning and delivery of training at the annual meeting in June and the ICCTFOA meeting in September.
3. Provide in person training when requested and assist in identifying Boise State/SPS people to also provide face to face training.
4. Development of online training via the Applied Certificate in Public Administration, including administering the delivery of these trainings (or supervising someone who does the administering), instruction, and working with outside groups with interest in the training.
5. Development of opportunities for additional faculty involvement in training.

*Workload:* 10% administrative load.

*Compensation:* The Director of Training may request a 10% workload adjustment from Faculty Directors, and also receives a \$5,000 stipend for their work.

*Evaluation:* The SPS Dean reviews the Director of Training's performance and communicates that review to the Faculty Directors as part of the yearly personnel evaluation process.

## **Appendix 1: Administrative Appointments in SPS**

### **Overview**

The following positions are chosen by faculty in the School of Public Service through the nomination and election process described below:

- 1) Faculty Directors
- 2) Research Director
- 3) PhD Director
- 4) Program Lead

These positions are all three-year appointments. Leaders may be re-elected to serve additional terms. Elections should take place during the fall semester before the current leader's appointment expires, in order to ensure a smooth transition for students and faculty.

The Dean's office values collaborative decision-making and will carefully consider all faculty recommendations for the positions outlined below. The Dean is responsible for making the final appointments.

### **Elections Committee**

An elections committee will be formed to manage the elections process for the positions listed above. Each Program Lead will recruit a faculty member, representing each program area in the School, to serve on the committee. These faculty representatives should not already be serving in a leadership position in the School. The Dean's Office will give the elections committee their charge, which will include coordinating and overseeing the elections for the positions listed above. The elections committee is responsible for communicating election processes to the faculty of the School of Public Service, including making clear who is eligible to vote, how voting will occur, and how results will be shared. The elections committee will also make rank-ordered recommendations to the Dean's Office following elections. The Dean is responsible for making the final appointments; if the Dean chooses to make an appointment that runs counter to election results, a justification for that decision will be provided to faculty.