Some Reflections on the Role of Program Director

Dr Ping Xiong
Program Director and Senior Lecturer
School of Law, Business School
Our Law Programs

• DBLA  
  Bachelor of Laws

• DBLD  
  Laws Double Degree (5 years)

• DBLE  
  Laws Double Degree with Engineering (6.5 years)
Duties

• Provision of academic leadership in relation to management of the program and promotion of a culture of scholarship and excellence in teaching and student-centred learning;
• Oversight of student progress in academic programs;
• Establish and maintain relationships with key stakeholders, including employers, industry, professional associations and accreditation bodies, graduates and alumni;
• Act in accordance with requirements of all UniSA staff in the areas of occupational health, safety & welfare, equal opportunity and affirmation action.
Parameters and Challenges

• Policies and procedures
  - UniSA
  - Division
  - School

• Resources
  - Information
  - Human
  - Time

• People
  - Interpersonal and Communication skills
Roles

**Supervisor**
- Supervise the academic progress of the students
- Supervise the quality and viability of the program in accordance with the University’s policy, Quality Assurance and Improvement

**Facilitator**
- Facilitate the communication between course coordinators and students
- Facilitate the communication between the school and stakeholders

**Supporter**
- Advise the students
- Support for the students’ needs
Cooperation

Work with Others to fulfill your duties

• School Head and Colleagues
• Administrators
• PDs from other schools and Unis
• Stakeholders
Time Management

- Manage the archives
- Manage Student Consultations
- Manage emails
Summary

• Be aware of your duties and your working resources
• Set up your goals
• Be clear with your roles
• Build up relationships
• Manage your time effectively