

# Director, Carroll McDaniel Petrie School of Music

The Director of the Petrie School of Music assists the Dean of the School of the Arts in the administration of the School of Music. The Director of the Petrie School of Music reports to the Dean of the School of the Arts, performing the duties they delegate. Duties shall include the following responsibilities:

- Oversee the operation of the Petrie School of Music's academic and music performance programs, including operational responsibility for education and performance standards (including academic standards, examinations and student juries, advisory review of transfer transcripts, and class attendance);
- Oversee the performance of the faculty and staff within the Petrie School of Music, including recommending to the Dean appointments, promotions, and salary levels among the faculty and staff of the Petrie School of Music;
- Assist the Dean, the Provost, and the Petrie School of Music faculty in curriculum development and implementation, including the implementation of new curricular frameworks;
- Chair all music faculty meetings;
- Consult with the Petrie School of Music faculty in developing annual budget recommendations for the School and deliver the recommendations to the Dean;
- Oversee the implementation of approved budgets, except those of the Lawson Academy and the Carlos Moseley Series;
- Be actively involved in the recruitment of students, including (in cooperation with the Dean and Enrollment Management) in the development and implementation of recruiting plans for the Petrie School of Music;
- Develop and implement the Petrie School of Music course schedule;
- Oversee the functioning of the academic advisory system within the Petrie School of Music;
- Assist the Dean and the Vice President of Institutional Advancement in planning communications and fostering alumni relations;
- Under the direction of the Dean, foster the relationship between the Petrie School of Music and all applicable accrediting agencies; ensure compliance with accreditation requirements;
- Oversee the assignment of faculty offices, studios, and classrooms and the maintenance of all instructional equipment within the Petrie School of Music; and
- Other duties as assigned by the Dean of the School of the Arts.