Roles and Expectations for the collaboration between the MPA Director, Assistant Director for the Tribal Governance Concentration, and Faculty

These are specific expectations based on the discussion on March 4, 2015, between Director Cheryl S. King, Assistant Director Puanani Nihoa, Faculty Member Michael Lane, and Academic Dean Andrew Reece. These are in addition to, or specifications of, the roles and responsibilities for these positions as detailed in their position descriptions and contracts, Evergreen’s Social Contract, the Faculty Handbook, and College Policies and Procedures. They are meant to help establish a responsible working relationship between staff, faculty, and administration in the MPA program. They pertain particularly to the working relationship between Ms. Nihoa, Dr. Lane, and the MPA Director, though they may be considered for other personnel.

1. Faculty will not request closed-door meetings with the Assistant Director unless accompanied by another MPA faculty or administrator, and the purpose for a meeting must be clearly stated when or before a meeting request is made.

2. All one-on-one discussions regarding students must be limited to academic-related and administrative issues, including fundraising. If faculty are aware of students’ difficulties, they can notify the Assistant Director in writing, so that the Assitant Director can provide the proper academic support. The Assistant Director will share student information according to her discretion.

3. There will be no drop-in visits between the faculty and the Assistant Director. Communications outside of scheduled meetings will be in writing.

4. Tasks for the Assistant Director requested by the faculty will be requested of her throught the Director.

5. The Assistant Director has primary responsibility for recruiting the next Tribal Concentration student cohort.