

Murphy Writing of Stockton University supports the art of writing through national and international workshops. This document governs the directorship of this center and is informed by Stockton University's embrace of a collection of shared values that support the University's mission. These values include a dedication to teaching and learning and a commitment to shared governance.

from another school, one (1) member of the Office of Continuing Studies, and one representative of the community selected by the most senior-ranking staff member of the Murphy Writing of Stockton University. In subsequent years, the screening committee shall consist of the Dean of the School of General Studies, one (1) tenured faculty member of the School of General Studies, one (1) tenured faculty member from another school, one (1) member of the Office of Continuing Studies, and a member of the Murphy Writing Advisory Board. Such nominations shall be based on a letter of application, which addresses the eligibility requirements, and a CV.

In collaboration with other University, Program, and School administrators and staff, the Center Director coordinates the activities of the Center or Institute to fulfill its mission in a manner that provides learning and engagement opportunities for Stockton faculty and students and shall:

- % Serve as the contact person and institutional representative for Murphy Writing to internal and external constituencies, the Foundation, and the media.
- % Respond to all communications regarding Murphy Writing in a timely fashion.
- % Oversee implementation of an annual series of writing workshops, including the recruitment of workshop presenters and facilitators.
- % Develop and oversee effective programming to advance the mission of Murphy Writing, with a dual focus on engagement with Stockton students/community and with the local arts and culture community.
- % Coordinate the Visiting Writers Series, which brings prominent writers to Stockton to read and engage with students, faculty, and staff.
- % Oversee the ongoing "Inservice Solutions" program, which offers professional development workshops for K-12 teachers in the region.
- % Recruit, invite, and train writers and other artists to lead workshops for Murphy Writing of Stockton University.
- % Plan and negotiate contracts for accommodations, catering, setup, and onsite production for events.
- % Set strategy for branding, messaging, email marketing, print and online advertising, and social media for all Murphy Writing of Stockton University programs.
- % Maintain up-to-date hard copy and digital communication materials regarding the work of Murphy Writing, including the Center website.
- % Provide regular communication with the campus and external communities about Murphy Writing activities.
- % Manage overall Center development and any staff assigned to Murphy Writing.
- % Plan the Center budget in consultation with the Dean of General Studies and the Stockton Foundation.
- % Manage the activities within the budgetary parameters available to Murphy Writing.
- % Seek internal and external funding opportunities through grants and donations.
- % Maintain a current mission, vision, and values statement for Murphy Writing that aligns with the University mission, vision, and values statements.
- % Establish and work collaboratively with an Advisory Board that includes representation of appropriate internal and external stakeholders, at least two (2) Stockton faculty members, and one (1) Stockton administrator, and convene the Advisory Board at least once each semester.
- % Respond appropriately to internal and external opportunities for partnerships, collaborations, information, and assistance

which it meets its mission and engages Stockton faculty and students.
% Engage in strategic planning for