

JOB DESCRIPTION

Personnel Office Use Only
Position No. 110931
Non-Classified X
Classified _____
Exempt X Non-Exempt _____

POSITION TITLE: Director of University Libraries and Assistant professor

INCUMBENT EMPLOYEE: Fleming Thomas

EMPLOYEE CLASSIFICATION: _____ Instructional Faculty
_____ X Administrative Faculty
_____ Other Faculty
_____ Other Unclassified
_____ Classified

FUNCTION OF WORK: Total academic and fiscal control of Library
SUPERVISION RECEIVED: Vice President for Academic Affairs
SUPERVISION EXERCISED: Assigned faculty and staff

DUTIES AND RESPONSIBILITIES

% to Time Description

100%

1. Assuming total academic and fiscal control of the NSU Watson Library.
2. Serving as the leader of this curriculum area. This role involves creativity, public relations, faculty development, curriculum development, promotion of programs, and in general, the quest for academic excellence. We expect nothing less than becoming state, regional and national leaders in the areas under your supervision.
3. Scheduling classes in a manner that will achieve cost effectiveness.
4. Participating in all official Northwestern State University functions labeled as such by the President or Vice President (e.g., commencement, registration, faculty in-service, and any other called meetings).
5. Teaching classes in a manner that will promote academic excellence.
6. Maintaining 40-hour workweek as required by University policy.
7. Advising and counseling students.
8. Participating in scholarly activities appropriate to your discipline or position.
9. Supervising faculty members in their assigned functions.
10. Creating and maintaining a positive, aggressive, student-oriented and caring academic atmosphere.
11. Maintaining a collegial relationship with peers and colleagues throughout the University.
12. Supporting the President, the Vice President for Academic Affairs, and the Dean in carrying out their responsibilities.
13. Acknowledging and agreeing to comply with University of Louisiana System Board of Supervisors Compensatory Time Policy, for unclassified annual leave earning employees.
14. Acknowledging and agreeing to comply with those mandates of the Constitution and laws of the State of Louisiana which regulates the activity and employment of state employees including but not limited to the "Code of Governmental Ethics", LA R.S. 42:1101 et seq", and "Dual Office Holding and Dual Employment LA R.S. 42:61 et seq".

07/01/2005