

JOB DESCRIPTION

Personnel Office Use Only
 Position No. 023887
 Non-Classified X
 Classified _____
 Exempt X Non-Exempt _____

POSITION TITLE: Acting Department Head, Journalism and Associate Professor

INCUMBENT EMPLOYEE: Paula Furr

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

FUNCTION OF WORK: Academic Department Head
 SUPERVISION RECEIVED: Dean of Liberal Arts
 SUPERVISION EXERCISED: Faculty/staff assigned to Department

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
40%	Instruction: time devoted to teaching including time spent in class, preparing and grading assignments and examinations, and time spent talking to students about class
40%	Administration: Duties which include preparing budgets, allocating space, maintaining inventory, preparing purchase requisitions, correspondence, keeping records, attending meetings and functions, participating in registration, assigning classes, recruiting, interviewing, and hiring faculty and other department employees, evaluating employees and recruiting students.
7%	Research and Scholarship performed in major fields of interest, including presentations and publication of research in appropriate venues.
3%	Work with the College of Education for the NCATE accreditation visit and follow-up during the 2005-06 academic year.
2%	Public Service: Includes professional activities that occur outside of the institution. This service includes lecturing to lay audiences and working in and holding office in public service organizations.
8%	Advising both faculty and students.

08/08/2005