

JOB DESCRIPTION

Personnel Office Use Only

Position No. 023911

Non-Classified X

Classified _____

Exempt X Non-Exempt _____

POSITION TITLE: Acting Department Head and Associate Professor, Language & Communication

INCUMBENT EMPLOYEE: Lisa Abney

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

FUNCTION OF WORK: Academic Department Head

SUPERVISION RECEIVED: Dean

SUPERVISION EXERCISED: Assigned faculty and staff

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. |
| 10% | Research and Scholarship performed in major fields of interest, including presentations and publication of research in appropriate venues. |
| 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. |

08/16/2005