JOB DESCRIPTION

Personnel Office Use Only
Position No. 023906
Non-Classified X
Classified _____
Exempt X Non-Exempt___

POSITION TITLE: Head, Department of Social Work and Professor

INCUMBENT EMPLOYEE: Claudia Triche

EMPLOYEE CLASSIFICATION:
____Instructional Faculty
__X_ Administrative Faculty
____Other Faculty
____Other Unclassified
____Classified

FUNCTION OF WORK: Head of Academic Department
SUPERVISION RECEIVED: Dean
SUPERVISION EXERCISED: Assigned faculty and staff

DUTIES AND RESPONSIBILITIES

% to Time	Description
100%	Assuming total academic and fiscal control of the Department of Social Work. Serve 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. Scheduling classes in a manner that will achieve cost-effectiveness. Teaching classes in a manner that will promote academic excellence. Maintaining office hours at times that will make you accessible to your constituency and to all members of the University community. Advise and counsel students. Participate in scholarly activities appropriate to your discipline or position. Creating and maintaining a positive, aggressive, student-oriented and caring academic atmosphere. Supervise faculty members in their assigned functions. Maintaining a collegial relationship with peers and colleagues throughout the University. Participate in all official University functions labeled as such by the President of Vice President. Support the President, the Vice President for Academic Affairs, and the Dean in carrying out their responsibilities.