

JOB DESCRIPTION

Personnel Office Use Only

Position No. 024163

Non-Classified X

Classified _____

Exempt X Non-Exempt _____

POSITION TITLE: Department Head, Chemistry and Physics & Associate Professor

INCUMBENT EMPLOYEE: Paul Withey

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

FUNCTION OF WORK: Head of Academic Program

SUPERVISION RECEIVED: Dean

SUPERVISION EXERCISED: Assigned faculty and staff

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	Assuming total academic and fiscal control of the Department of Psychology. 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 or Vice President. Support the President, the Vice President for Academic Affairs, and the Dean in carrying out their responsibilities.