

| | | |
|--|---|--|
| Policy and Procedure Arizona State University | | Number SWK 108 |
| Manual Social Work | Section Faculty Council/Governance | Page 1 of 2 |
| Subject BSW Program Coordinator | | Effective 8/18/87 Revised 4/16/06 |

PURPOSE: To define the duties of the BSW Program Coordinator

SOURCES: Faculty Council

APPLICABILITY: BSW Program Coordinator

POLICY: BSW Program Coordinator Job Description

A. Curriculum related assignments

- 1). Chairs BSW Program Committee and responsible for agenda and minutes.
- 2). Handles all requests for curriculum variances.
- 3). Responsible for preparation of materials related to reaccreditation of the BSW Program, Academic Program and other reviews.
- 4). Responsible for ongoing program evaluation.
- 5). Evaluates and approves course equivalencies for community college and other transfer students.
- 6). Coordinates class schedules and teaching assignments with the Associate Director and the Academic Advising Coordinator.
- 7). Brings curricular issues and proposals for program changes to/from BSW Program Committee, Curriculum Committee, Faculty Council for decision making.
- 8). Implements curricular changes.
- 9). Collaborates with the MSW Foundation Committee to monitor waiver exam updates
- 10). Collaborates with Associate Director and lead instructors in hiring, assigning and evaluating Faculty Associates
- 11). Serves on the Curriculum Committee

- 12) Consults with and keeps Associate Director advised about BSW program issues.
- 13) Maintains a collaborative partnership with the Field Education Coordinator.
- 14) Oversees articulation of BSW and MSW programs in collaboration with MSW Program Director.

B. Student related tasks

- 1). Reviews, evaluates and responds to student concerns, grade appeals and grievances.
- 2) Coordinates management of student performance issues with faculty, Academic Advising Coordinator, Field Education Coordinator, and Standards Committee.
- 3). Serves as faculty advisor for the student organization and keeps BSW students advised regarding opportunities and events of interest.
- 4). Prepares for and attend new student orientation meetings at the outset of each semester.
- 5). Attends commencements.
- 6). Directs the admissions process.
- 7) Consults with Associate Director regarding curriculum and student issues.
- 8). Consults with Director regarding faculty and/or staff issues.
- 9). Coordinates recruitment efforts, including collaborative partnerships with community colleges and social work introductory classes each semester.
- 10) Consults and coordinates with Disability Resource Services to ensure accessibility of instruction and instructional materials for disabled students

C. School of Social Work representative to Baccalaureate Program Director organization and Honors College.

D. Oversight responsibility for Tucson BSW Program.

E. Teaches in the BSW Program.

- F. Adheres to the School of Social work and Arizona State University policies and procedures regarding implementation of new courses, program changes, and student issues.
- G. Provides program guidance in the summer.
- H. Reports to the Director