

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 110</b>
<b>Manual Social Work</b>	<b>Section Faculty Council/Governance</b>	<b>Page 1 of 1</b>
<b>Subject Tucson Faculty Coordinator</b>		<b>Effective 8/98 Revised 4/14/06</b>

**PURPOSE:** To define duties of the Tucson Faculty Program Coordinator

**SOURCE:** Faculty Council

**APPLICABILITY:** Tucson Faculty Program Coordinator

**POLICY:** Tucson Faculty Program Coordinator Job Description

- A. Identifies, hires, orients, supervises, and evaluates Tucson-based Faculty Associates in consultation with the Associate Director and lead instructors.
- B. Coordinates with MSW and BSW Program Coordinators regarding recruitment of students, and oversees prospective student information sessions and new student orientation sessions in Tucson.
- C. Holds twice monthly telephone conferences with the Academic Advising Coordinator in Tempe, and the Tucson Academic Advisor, Field Education Coordinator, and BSW Coordinator, to ensure that admissions, registration, student monitoring and graduation activities and information are consistent and coordinated in both locations.
- D. Develops course schedules in coordination with the Academic Advising Coordinator
- E. Makes faculty assignments in consultation with the Associate Director
- F. Reviews and approves applications for curriculum variances in consultation with the MSW Program Coordinator, and performs a second review to that of the Field Education Coordinator for requests to use employment for the internship.
- G. Holds periodic open meetings to hear student issues and respond to student concerns, and coordinates with Disability Resources to ensure accessibility to instruction and instructional materials for students with disabilities.
- H. Coordinates the hiring, co-supervision and evaluation of the Tucson Academic Advisors, Administrative Assistants, and students workers with the Tempe Academic Advising Coordinator.
- I. Supervises the Tucson Field Education Coordinator.

- J Serves as liaison to the Tucson Community/Field Advisory Board and engages in outreach activities to encourage community collaborations.
- K. Calls Tucson staff meetings and faculty retreats.
- L. Provides oversight of all cash management, monitors use of equipment and equipment maintenance, and makes recommendations about resource and facilities needs.
- M. Serves on the BSW and MSW Curriculum Committees.
- N. Provides program guidance in the summer.
- O. Reports to Director