

Policy and Procedure Arizona State University		Number SWK 318
Manual Social Work	Section	Page 1 of 1
Subject Lead Faculty Responsibilities		Revised 9/20/96

PURPOSE To define lead person responsibilities

SOURCES Faculty Council Minutes, 2-27-87

APPLICABILITY All Faculty, School of Social Work

POLICY Lead Faculty Responsibilities

- A. The "lead person" for each course will insure that all tasks and responsibilities are carried out. This is clearly not intended to mean that lead faculty members must carry out these tasks alone -- simply that they will coordinate the effort.
- B. Responsibilities include the following:
1. Developing the course syllabus and submitting it to the appropriate committee/program for approval.
 2. Presenting the course to program faculty at least once every four years for review and reaccreditation, including revising the syllabus as needed and providing an updated copy for the scheduling secretary.
 3. Writing and revising catalog materials.
 4. Convening faculty who teach that course periodically to insure uniformity in achievement of objectives, coverage of key concepts, use of tests, and evaluation procedures.
 5. Insuring compliance with curriculum, with mission statement, and with CSWE accreditation standards on minority and women's content for reporting purposes.
 6. Planning for a cooperative effort in preparing a suggested reading list.