

School of Social Work
Department Input Document

Preamble

Within the School of Social Work the school meetings and committees are the principle structures for making recommendations to the School Director but not limited to budgetary, curricular, instructional, personnel policies and procedures. Faculty have the right and responsibility, as specified in Article XIII of the EMU/AAUP Agreement, to provide input on all matters pertaining to the running of the School of Social Work including assignment of teaching load and assignment to specific courses (includes all courses taught within the School of Social Work though continuing education and its alternate programs), decisions about who shall teach courses, class size, size of enrollment, and work load. The following document lays out procedures and a structure of organization for this input.

Article I.
School Meetings

Composition

School of Social Work Meetings are to be convened with tenured and tenure-track faculty of the School of Social Work and the Gerontology Program as a contractual right and responsibility. The School Director, or designee, coordinates and distributes the agenda and provides leadership within the meeting. Full-time and part-time lecturers, student representatives, and office support staff are invited to attend. The School Director and attendees who are not tenured or tenure-track faculty are ex-officio members and therefore are not eligible to vote at school meetings.

Purpose

School of Social Work meetings are to focus on the business of the School of Social Work that requires faculty discussion and decision-making. These meetings are a forum for dialogue among member of the School of Social Work on topics of concern to the School of Social Work as a whole (e.g. recommendations regarding curriculum and personnel matters that are the contractual right of the faculty). The ongoing work of the School of Social Work (e.g. budgetary and financial recommendations, reviewing personnel issues, and making curriculum decisions) is to be accomplished in the three standing committees.

Meetings

School of Social Work meetings should be convened by the School Director no fewer than once per semester and normally once per month. School of Social Work meetings shall be scheduled by the School Director at a time most convenient to the majority of the tenured and tenure track faculty in order to discuss decision-making and policy matter that cannot be handled through written memos to faculty. These meetings may also be convened upon written request signed by a majority of the members of the School of Social Work standing committee or upon written request signed by tenured or tenure track School of Social Work faculty members. A

written request for a meeting must state the date, time, place, and agenda for the meetings requested.

Agenda for School of Social Work meetings shall be prepared by the School Director or, in those instances where meetings are convened in response to requests from standing committees or tenured and tenure-track faculty members, by the originators of the request. A tenured or tenure-track faculty member may place additional items on the agenda of any meetings by written request submitted to the School Director at least 48 hours prior to the scheduled meeting. The School Director may not choose to omit agenda items that are properly requested by a faculty member.

At least seven (7) days prior to a School of Social Work meetings, the date, time, and meeting agenda shall be posted by the School Director on a bulletin board used for meeting notices and communicated in writing to all tenured and tenure-track School of Social Work faculty, and student representatives. Revisions requested by faculty should be posted at least 48 hours before the meeting date. Although a schedule of monthly school meetings will be set prior to each semester, if for any given meeting there is not an agenda item that relates to a discussion or vote related to 1) School of Social Work policy, 2) School of Social Work goals, or 3) decisions or agreements that relate to the School of Social Work, then the meeting will be cancelled.

All school meetings will be held in a room that is barrier-free, fragrance free, and accessible. This place must not pose any environmental barriers that could interfere with the attendance of anyone required or invited to attend. A list of rooms within the university that meet these specifications will be submitted by the School Director for approval at the first school meeting of each academic year and will serve as an approved list of potential meeting sites.

Standing committees or individual faculty, as well as the School Director, can offer proposals and recommendations regarding School of Social Work policy, School of Social Work goals, and decisions or agreements that relate to the School of Social Work as a whole. Final approval of faculty recommendations requires a majority vote from a quorum of tenured and tenure-track faculty members (not on leave) in a School Meeting where the item has been posted on the meeting agenda at least seven days in advance. A quorum is defined as fifty (50) percent plus one of the tenured and tenure-track faculty members who are currently on the EMU payroll.

A School meeting for the purpose of soliciting faculty input may be called with less notice in emergency situations when a majority of members of a school standing committee agree in writing that circumstances require a waiver of the usual notice requirements. In the event of an emergency meeting, all tenured and tenure-track faculty will be notified of an emergency meeting. No permanent policy change can be made unless the conditions in the following sentence in the documents are met. Votes on policy related to contractual rights of faculty may not occur unless those faculty not in attendance were given information about the issue to be decided in advance.

The School Director, or designee, shall preside over school meetings. The proceedings shall be governed by Robert's Rules of Order. The agenda shall be approved at each meeting. Minutes shall be made available in faculty mailboxes to School of Social Work faculty members within a reasonable time period, normally one week. The minutes will be reviewed, corrected if necessary, and approved at the next official School of Social Work Meeting.

Article II. Standing Committees

General Procedure

The purpose of standing committees in the School of Social Work is to facilitate the work of the school by having appropriate committees consider matters relevant to their mandate and to bring information and/or matters needing a vote of the school to the school meetings. The norm is to use the standing committee structure to carry on the business of the school while still permitting faculty members to bring an issue or problem to a school meeting if they do so desire.

Each committee will elect its own chair. Committee chairs are to see that all members including student members are informed about meeting times and meeting agendas in writing. In addition, committees will not meet in the Spring and Summer when faculty who are assigned to teach are paid only for that purpose (10 percent of base per course) (this rule can be set aside in emergencies with the agreement of all members). Faculty who teach evenings will not be required to return to campus for morning meeting duties less than 12 hours after the evening class ends or be required to be present for a morning meeting when teaching in the same evening or when having officially-posted office hours that same evening.

Times and agendas for meetings shall be posted in a prominent place in the school and communicated in writing to all committee members at least one week prior to the meeting. Agenda items may be proposed by any committee member, the School Director, or by other tenured and tenure-track faculty members of the School of Social Work.

Committee chairs are to be responsible for seeing that a record is kept of activities and decisions in committee minutes. For personnel discussions minutes will record only official actions taken by the Committee. These minutes are to be distributed to tenured and tenure-track social work faculty and to the School Director. In addition, each committee is to distribute in writing to all faculty any issues, problems, proposed items that need action in a School of Social Work meeting five days prior to the next meeting of the School of Social Work. All matters having to do with changes or procedural changes in another area of program should be brought to a School of Social Work meeting for consideration and/or vote.

Major decisions, such as changes in curriculum, proposals to change the input or evaluation documents, to expand the programs offered by the School of Social Work, must be recommended to the entire faculty in a School of Social Work meeting and may not become effective without faculty input.

Standing committees should meet as often as they deem necessary to complete their business. Each committee should decide on its own operating procedures except when university policy, the collective bargaining agreement, or this document dictates procedures. Each standing committee should submit a final report of their activities and actions for the academic year by May 1st of that year. The School Director is responsible for monitoring the progress of tasks assigned to the various committees.

Should a position on any of the standing committees become vacant, the designated alternate shall serve until the next regular school election for such positions, at which time a replacement shall be elected by the faculty present for the remainder of the term of the position. Should further vacancies occur, a vote of the School of Social Work faculty members voting shall be sufficient to elect replacements.

If, in the judgment of a simple majority of member of a committee, a member has a personal or a professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced by an alternate. If the alternate has such a conflict of interest, the committee member shall appoint a temporary alternate or alternates to review the matter at issue. Similarly, if a majority of committee members agree that a member consistently has failed to perform School of Social Work responsibilities or exhibited unprofessional behavior, the member may be removed permanently from the committee by a simple majority vote of the membership. A permanent replacement will then be elected by a vote of the School of Social Work faculty within two weeks of the vacancy as stated in the paragraph above.

Committee Structure

The School of Social Work shall have three standing committees: Finance, Instructional, and Personnel. In addition, an established grade grievance committee will function as a sub-committee of the Instructional Committee.

Contractually-required elections for committee membership shall occur in a School of Social Work meeting by the beginning of each academic year except for the Personnel Committee, whose members should be elected during Winter term for the next year. Nominations for committee membership shall be made in writing by any tenured or tenure-track faculty member prior to the meeting at which elections are held and shall be posted on a bulletin board. Any person nominated shall have the right to decline the nomination up to two days prior to the date of the election. Election may be conducted by voice, hand, or secret ballot subject to the wishes of the members present.

Anyone can attend any meeting of the committees except for Personnel Committee and Grade Grievance Committee meetings when sensitive personnel issues (i.e. faculty evaluations) or grade grievance issues are being discussed. All committee chairs must produce and distribute minutes of their meetings to the faculty by the end of the following week. Committee chairs are responsible for establishing a meeting schedule for the current year and for calling the first meeting of the following academic year so that a new chair can be elected, except in the case of the Personnel Committee. The Personnel Committee Chair is responsible for election of a new chair in the end of the Winter semester (see section C).

Section A. Finance Committee

Composition. The Finance Committee shall be composed of five elected tenured or tenure-track faculty members elected to serve two-year staggered terms with either two or three people being elected each year. The School Director shall be invited to committee meetings as needed. No elected member of the Committee shall be eligible to be reelected; however, any member may serve any number of non-consecutive terms. The chair will be elected by the committee.

Purpose. The Finance Committee assists in the preparation of budget requests and funding priorities, initiating its deliberations well in advance of the date such requests are due. This work will involve study of past years' expenditure patterns and must be done with some awareness of shifting enrollment pressures. The budget items in question include such things as SS&M, student help, work study, travel funds, capital equipment, faculty administrative release time, FTE availability for Fall, Winter, Spring, and Summer, and funds available for lectures. The

Finance Committee will provide school review of proposals to the University for research awards, sabbatical leaves, and program expansions. It will review and make decisions on recommendations to the School Director with regard to financial matter of the School of Social Work including appointment of graduate assistants, long-range planning, and development.

Committee Responsibilities:

- Review the School of Social Work budget with recommendations to the School Director in the areas of teaching assignments, SS&M, support staff, work study, travel funds, and capital equipment.
- Review of FTEF allocations for teaching assignments for fall, winter, spring, and summer.
- Make recommendations regarding the financial implications of faculty administrative release time to the School Director. This will include recommendations for release time for the MSW and BSW Program Directors (see Article VIII.);
- Review decisions on graduate assistantship applications;
- Review student scholarship applications;
- Review new program proposals in the context of the School of Social Work's resources and mission and forward to faculty for vote.

Meetings. Meetings of the Finance Committee will occur at least once in the Fall before winter, spring, and summer schedules are completed. It will meet again at least once in winter before the budget for the coming year is complete and before fall schedules are completed. Additional meetings may be called by the Committee Chair or may be requested by the School Director or by a petition from at least half of the committee members whenever budgetary issues arise that need faculty input.

Section B. Instructional Committee

Composition. An elected committee will be composed of tenured or tenure-track faculty members, one BSW and one MSW student. All lecturers and students are welcome, and are ex-officio.

Purpose. The Instructional Committee shall make recommendations to the faculty and the School Director on all instructional and curricular matters. The Instructional Committee may divide into sub-committees for purposes of considering specialized issues as the MSW curriculum, the BSW curriculum, sequences in curriculum, or the Field Program. Grade grievances shall be heard by a sub-committee appointed by the Instructional Committee.

Committee Responsibilities:

- Exercise oversight of the BSW and MSW curriculums to ensure that the curriculum design and individual courses meet CSWE Standards and the School of Social Work's mission;

- Recommend teaching assignments in the context of curriculum demands.¹
- Review and make recommendations to the entire school on all new course proposals, including special topics courses;
- Make recommendations to the School Director on Spring/Summer teaching priorities;
- Provide recommendations on scheduling of classes and course offerings;
- Submit pedagogical rationale for changes in class size and override policies;
- Recommend teaching load equivalencies for the School of Social Work;
- Review and recommend all courses offered through Continuing Education;
- Implement the University's grade grievance and academic review process for the School of Social Work;
- Review all program expansions within and outside the U.S.;
- Review and recommend curriculum of international exchange programs (see Article III of this document).

Meetings. Meetings of the Committee shall be scheduled by its chair on a regular basis at least once per semester and as needed. The date, time, place, and agenda of meetings shall be posted on a bulletin board used for meeting notices and communicated in writing to all committee members by the initiator of the meeting at least one week prior to the meeting time and preferably at the beginning of each academic year.

Section C. Personnel Committee

Composition. The Personnel Committee will be composed of four elected tenured and tenure-track faculty and one elected alternate. At least three elected members must be tenured. Members will serve for two-year staggered terms. Members must be replaced by the alternate at any time that their personal concerns require review. Elections to the Personnel Committee will take place at the end of Winter term for the coming year. Nominations for committee membership shall be made in writing by any tenured or tenure-track faculty member prior to the meeting at which elections are held and shall be posted in a prominent place in the School of Social Work Office. Any person nominated shall have the right to decline the nomination up to two days prior to the date of the election. Election may be conducted by voice, hand, or secret ballot subject to the wishes of the members present.

Purpose. The Personnel Committee will evaluate and make recommendations regarding reappointment, tenure, professional performance reviews, promotion, sabbatical, and scholarly leave. This Committee will also make recommendations for scholarships available to social work students. In addition, the Committee will make recommendations to the School Director on academic credentials for teaching continuing education and off-campus courses and hiring lecturers. The Committee will have responsibility for tenure-track faculty search and screen. At times, such as with search and screen functions, it may be necessary to invite outside members to the committee. This will be done solely at the discretion of the current committee members. These additional members will be selected by the Personnel Committee.

¹ Faculty will have an opportunity to provide preferences to the Instructional Committee and the School Director on the assignment of courses.

Committee Responsibilities:

- Review and approve lists of lecturers acceptable for assignment to on-campus and off-campus teaching.
- Evaluate reappointment, tenure and promotion applications of all tenure track faculty;
- Conduct professional performance reviews of all tenured faculty when necessary;
- Develop recommendations for tenure track faculty search criteria and the process for approval by the faculty as a whole;
- Develop and revise the Departmental Evaluation Document as necessary for submission to the faculty for approval at a School of Social Work meeting.
- Act as a tenure track faculty search and screening committee.
- Review and rank the faculty requests for sabbatical leave and/or research awards on the basis of merit.
- Establish a promotion and review calendar for the following year's new hires to tenure track faculty positions.

Meetings. The Personnel Committee shall meet before the termination of the academic year to compose, issue calendars for the coming year and finalize recommendations to the School Director regarding searches for new faculty. It will also provide information and orientation to new faculty regarding personnel policies specific to the School of Social Work. During the following academic year, the Personnel Committee will meet as often as necessary to carry out its duties. Meetings of the Committee shall be announced to its members and an agenda provided at least one week before the meeting in question.

Article III New Programs

New programs (off-campus, international exchange, extensions of the MSW or BSW programs on other campuses, doctoral programs, etc) will be reviewed by three Standing Committees and the full faculty prior to their implementation. Concept papers and proposals for such new programs will be submitted to the three Committees who will review and make recommendations about the new program to the whole faculty and School Director. Proposals should contain rationale, faculty requirements, curriculum, and cost estimates. They should include estimates of income that may accrue to the School of Social Work that will offset costs. The Personnel Committee will review that personnel needs of the program, the Instructional Committee will review any proposed curriculum, and the Finance Committee will review the resource requirements of the program. Each Committee will submit its findings and recommendations to the faculty in a School of Social Work Meeting. In order to expedite new program review, proposals should be submitted in writing to the committee chairs at least two weeks prior to the meeting in which the program will be considered. Copies of the proposal should be forwarded to Committee members at least one week in advance of the meeting in which the proposal will be considered and voted upon.

Article IV Search Committee for School Director

A search and screening committee for a School Director shall be constituted by the Dean and the College as follows:

- Five tenured or tenure track faculty and one alternate elected from the School of Social Work;
- One Eastern Michigan University administrator from outside the School of Social Work named by the Dean of the College of Health and Human Services;
- One alumnus/ae from each of three programs: MSW Program, BSW Program, Gerontology Program. The alumni will be selected by the elected members of the search and screening committee;
- One member of the School of Social Work Community Advisory Committee selected by the elected members of the search and screening committee.

The tenured and tenure track faculty members of the School of Social Work shall nominate candidates and elect five members and one alternate to the School Director Search and Screening Committee. The committee will elect its own chair. The School Director shall announce the opening of nominations for candidates to serve on the committee at least two weeks prior to the faculty vote and request nominations be forwarded to the AAUP steward. One week prior to the faculty vote nominations shall be posted in a prominent place in the School of Social Work office. Nominations for candidates should reflect the diversity in the School of Social Work as well as the three programs in the School of Social Work, the Gerontology Program, the Baccalaureate Social Work Program, and the Master of Social Work Program. Election shall be by pre-printed secret ballot.

The School Director Search and Screening Committee shall develop its own procedures for reviewing and reporting as well as a calendar of committee activities and provide these to the School of Social Work faculty, recognizing that it will also be necessary to comply with search and reporting procedures required by Academic Human Resources. All recommendations with respect to Search and Screening Committee procedures shall be submitted to the faculty for review. The faculty shall charge the School Director Search and Screening Committee with taking responsibility for a diverse pool of candidates. It is the intent of the faculty that the member of the School Director Search and Screening Committee operate in a manner consistent with the Code of Ethics of the National Association of Social Workers.

Should faculty wish to overrule a decision on procedures made by the search committee, a meeting of the faculty shall be called upon receipt by the School Director of a written petition signed by at least three (30) members of the School of Social Work's tenured and tenure track faculty.

Finalists for the position of School Director shall meet with the School of Social Work faculty to present their vision for the School of Social Work as well as to answer questions from the faculty.

The Search and Screening Committee shall provide the faculty with a pre-printed ballot to rank the finalists for the position of the School Director once the process is completed.

Article V Ad Hoc Committees

In general, if the School Director wishes to establish an *ad hoc* committee, he/she must first seek the recommendation of the standing committee most closely responsible for the matter in question. The School Director cannot establish an ad hoc committee for the purpose of seeking faculty input that is required by the contract. On occasion, the School Director may form an *ad hoc* committee for the purposes of carrying out administrative functions of the school that do not fall into the purview of the Standing Committees. Faculty may be recruited to serve on these committees only with their agreement and may not be required to serve on such a committee. A faculty member may receive release time for this service. In no case will input or recommendations from an *ad hoc* committee be deemed faculty input as defined by the AAUP Agreement, Article XIII. *Ad Hoc* committees will make their recommendations to the appropriate Standing Committee and/or to the faculty as a whole.

Article VI Release Time Program Directors

There are BSW and MSW Directors, a Field Placement Director, and a Gerontology Program Director. In this professional social work program, these are faculty positions and may be filled only by regular, full-time, tenure-track faculty. All are appointed by the School Director with input from the faculty as a whole. These positions are voluntary and are not administrative positions. Performance of those serving in these positions will be evaluated by the Personnel Committee as part of the normal scheduled review process. Release time may be given for those serving in these positions. Faculty who agree to fill these positions may negotiate with the School Director in setting parameters of the position and the resources necessary to accomplish tasks assigned.

Job descriptions for those directors are attached as an appendix to this document and serve to suggest possible parameters of each position. The Appendix is provided for informational purposes and may be amended by the school without the formal input structure review required by Article XIII of the Master Agreement. Directors will not be required to assume administrative duties beyond that agreed to at the time of appointment and additions to the list of suggested duties should be submitted to the faculty as a whole for input in a School Meeting.

Article VII Amendments

Amendments to this document shall be proposed in writing at a regular meeting of the School of Social Work, with modifications to the proposed amendments permitted at the time. Proposed amendments may be approved only at subsequent School of Social Work Meetings. If

approved, recommended amendments shall be forwarded to the AAUP and the University in accordance with the procedures set forth in the EMU-AAUP Master Agreement.

It will be the responsibility of the elected AAUP steward to handle any matters relevant to the amendment of this document.

Article VIII Scope

This document² shall not serve to alter, modify, or otherwise supersede a provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors, nor shall any provision in this document detract from any right(s) or function(s) retained by or granted to EMU or EMU-AAUP through the parties' Master Agreement.

² This document was originally approved by faculty vote on November 21, 1997. The document was revised in a meeting of the Bargaining Unit on October 2, 1998. The document has been further revised in February, March, June, and October of 1999.

Appendix
School of Social Work
Department Input Document

Baccalaureate Program Director
Possible Tasks of the Position

In keeping with the School's mission, the primary duty of the Baccalaureate Program Director is the oversight, coordination, administration, and evaluation of the BSW Program, including its MSW/BSW curriculum integration and implementation.

More specifically, the BSW Program Director:

- Serves as a member of the Instructional Committee;
- Recommends on the hiring and monitoring of lecturers teaching BSW courses;
- Plans and carries out BSW outcome evaluations;
- Develops policies and procedures relative to curricular aspects of the BSW Program;
- Facilitates planning for BSW course scheduling with recommendations for instructors to teach those courses;
- Assists the School Director with the recruiting and public relations for the BSW Program;
- Coordinates with the MSW Program;
- Coordinates admissions procedures;
- Coordinates and monitors advising of BSW majors and minors;
- Represents the BSW Program within the University;
- Deals with the initial stages of baccalaureate student grievances;
- Prepares annual budget projections for the BSW Program;
- Participates in the hiring of graduate assistants and selects and supervises the GA assigned to the BSW Program.
- Provides oversight and direction for the new student orientations and graduation ceremonies;
- Coordinates work of the BSW Program with advising of students entering second bachelor's program and transfer students;
- Provides information on the BSW Program for the purposes of recruitment and retention;
- Implements regular alumni survey.

Master of Social Work Program Director Possible Tasks of the Position

In keeping with the School's mission, the primary duty of the Master of Social Work (MSW) Program Director is the oversight, coordination, administration, and evaluation of the MSW Program, including MSW/BSW curriculum integration and implementation.

More specifically, the MSW Program Director:

- Serves as a member of the Instructional Committee;
- Monitors course syllabi and the teaching of MSW courses;
- Recommends on the hiring and monitoring of lecturers teaching the MSW courses;
- Facilitates the planning and implementation of the various components of the program evaluation;
- Facilitates the development and implementation of policies and procedures relative to curricular and programmatic aspects of the program;
- Submits plans for course scheduling to the school director with recommendations for instructors;
- Assists the School Director with recruiting and public relations for the MSW Program;
- Coordinates with the BSW Program;
- Designs and provides oversight for implementation of policies and oversees work relates to admissions procedures;
- Coordinates and monitors advising of MSW students;
- Represents the MSW Program within the University;
- Addresses the initial stages of MSW student grievances;
- Prepares annual budget projections for the MSW Program;
- Provides information and clarity on the MSW Program for faculty, students, and outside concerns;
- Assures the development of individual student course of study plans and monitoring students' successful completion of courses;
- Reviews and approves requests for waivers and transfer of credit;
- Reviews and approves graduation check-outs;
- Chairs Academic Review Committees [an *ad hoc* committee];
- Coordinates academic misconduct committees;
- Facilitates the development and implementation of policies and procedures related to admissions and student tracking systems;
- Reviews graduation check-off and approves students for graduation;
- Provides oversight and direction for new student orientations and graduation ceremonies;
- Supervises staff responsible for Student Services i.e. maintaining student files, interfacing with offices within the University, organizing and implementing MSW orientation and commencement ceremonies, and assuring that relevant communication and correspondence are completed and disseminated to students;
- Coordinates work of the MSW Program with the School secretarial/clerical staff;
- Participates in the hiring of graduate assistants and selects and supervises Gas assigned to the MSW Program.

Field Placement Director Possible Tasks of the Position

In keeping with the School's mission, the primary duty of the Field Placement Director is the responsibility for the day-to-day operation of the Field Placement Office that oversees Field Placements for both the MSW/BSW programs.

More specifically, the Field Placement Director may perform the following:

- Insures that the Council on Social Work Education (CSWE) policies and procedures are being implemented;
- Develops field placement policies and procedures relative to curricular and programmatic aspects of the Social Work Program and determines any exceptions to field practicum policies;
- Develops and updates graduate and undergraduate Field Placement Manuals;
- Develops and maintains computerized data bases of agencies and students in placement;
- Directs public relations and recruitment of agencies to maintain an appropriate and adequate pool;
- Assesses potential field placement agencies, and the background and experience of field supervisors, to ensure that their philosophy and service to adhere to the missions of the Social Work Program, and approves their participation in the program;
- Corresponds with agencies to determine the number of students who can effectively be placed in the agency for a good educational experience;
- Aims to match the professional interests and goals of the student with those of the agency;
- Insures the agency the right to screen students referred for placement, and to accept or reject students according to the demands of the agency program and the needs of its clients;
- Provides the field supervisor with background information furnished by the student;
- Provides the Field Supervisor with the Field Placement Manual, which contains general information about the Social Work Program;
- Provides an orientation program for new field supervisors regarding supervision and social work curriculum as well as field placement policies and procedures;
- Directs, plans, and implements annual field supervisors institute in conjunction with social work student organizations;
- Provides opportunities for Field Supervisors to evaluate the field practicum and to participate in curriculum development;
- Is regularly available during normal office hours, for office and telephone consultations as needed for field supervisors, faculty liaisons, and students;
- Determines faculty liaisons for each semester of field placement and assigns faculty liaisons to agencies;
- Mediates between students and agencies at faculty liaison's request;
- Places all students in field agencies;
- Develops evaluation forms and regularly analyzes the aggregated results of student evaluations.

Gerontology Program Director Possible Tasks of the Position

In assuming responsibility for the day-to-day operation of the Gerontology Program, the Gerontology Program Director performs the following:

- Collaborates with the BSW and MSW Directors in overseeing, coordination, administering, and evaluating curriculum content to ensure it adheres to the mission of the School of Social Work;
- Directs the development and growth of the undergraduate minor and the graduate Certificate in Gerontology;
- Oversees and directs coordination of the newly emerging graduate Specialist in Alzheimer's Education program;
- Develops policies and procedures relative to curricular and programmatic aspects of the program;
- Designs and implements policies related to records, admissions procedures, and advising,;
- Oversees budgetary matters and estimates budget expenses each Fall;
- Reviews admissions materials;
- Signs off on program of study plans;
- Advises undergraduate and graduate gerontology students and MSW Aging concentration students;
- Submits plans for course scheduling to the School Director with recommendations for instructors;
- Recommends on hiring, evaluation, and monitoring of gerontology lecturers;
- Establishes field placements in public and private agencies and organizations;
- Conducts orientation for field supervisors (May and September);
- Participates in the selecting and supervision of graduate assistants and has the opportunity to reject a graduate assistant;
- Plans and carries out program evaluations;
- Directs recruiting and public relations;
- Directs and plans alumni activity;
- Recruits students and conducts interviews with program applicants;
- Chairs the Community Advisory Committee;
- Chairs the Gerontology Coordinating Committee (twenty faculty representing fifteen departments and programs)
- Attends the Social Work faculty meetings and participates on School committees;
- Develops and teaches new and existing undergraduate gerontology courses;
- Monitors the syllabi and teaching of gerontology courses;
- Facilitates the relationship between EMU and Elderwise, a Learning in Retirement Institute;
- Provides guidance as the faculty representative for the Gerontology Society of America Student Organization;
- Directs and plans the annual Traveling Young at Art Program with assistance of the Community Advisory Committee (May);
- Directs and plans the annual Gerontology Spring conference with assistance of the Gerontology Coordinating Committee and the Gerontology Program Student Organization (March);
- Actively seeks opportunities for grant writing initiatives;
- Actively participates as a member of community advisory committees or councils;
- Is a leader and chair of the Michigan Network of Gerontology in Higher Education and at other national and statewide professional conferences.