

POSITION DESCRIPTION

SCHOOL: Social Welfare
TITLE: Associate Dean, Academic Programs
REPORTS TO: Dean, Social Welfare

The Associate Dean for Academic Programs is a 50% academic year and 8 week summer appointment made by the Dean. The Associate Dean is responsible and accountable to the Dean for matters related to all three of the School's academic programs: Ph.D. M.S.W. and B.S.W. as well as Field Education and academic programs offered at the KU Edwards campus (i.e. Professional & Continuing Education). The Associate Dean represents the School in a variety of forums at the University and national level. Duties and responsibilities fall into three categories: Curriculum Leadership; Administration, and External Relations.

Curriculum Leadership:

- Provides academic oversight for all degree programs including curriculum development and administrative review, consulting with the program directors, western Kansas program coordinator and field education.
- Consults with the dean on budget matters and long-range planning.
- Oversees the integration of accreditation into the ongoing development of curriculum.
- Develops supports for teaching including resource materials, seminars, and supports for blended technology.
- Monitors and consults regarding revision of curriculum related policies.
- Provides overall direction for Professional and Community Education Program.
- Directs the evaluation of blended courses.

Administration:

- Responsibility for students:
 - Participate in MSW orientation programs
 - Meet with prospective and current students as necessary when Program Directors are not available.
 - Oversee Student Advancement Policy including oversight of probation/dismissal letters.
- Responsibility for teaching:
 - Recruit, interview, and support adjunct faculty and GTAs.
 - Oversee EPAS and CSWE accreditation.
 - Monitor C&I's
 - Oversee class assignments
 - Collect information to assess the effectiveness of the teaching enterprise
 - Coordinate with the Office of Graduate Studies
- Schedule, chair and facilitate academic administrative meetings
- Oversee student services areas to address issues related to student life
- Supervise Director of Edwards Campus Programs, Western Kansas Program Coordinator, Director of Field Education, Academic Program Coordinator and lecturers.
- Consults with the dean on budget matters including coordinating resources allocation for academic programs.
- Participates in general administrative meetings and decision making.
- Carries out short-term tasks delegated by dean (e.g. responding to constituents; representing the school; assisting in projects required by central administration, etc.).
- Consults on personnel matters.
- Participates in school planning.
- Provides leadership in the development and articulation of policies and procedures related to external funding.
- Designs and supports necessary infrastructure within the School to optimize external funding and research activities.
- Keeps the Dean apprised of developments, opportunities and issues in the area of the three academic programs in the School.
- Works closely with the Dean in assuring the smooth functioning of the School's academic programs and in developing new initiatives to keep the School forward thinking in its academic policies and programs.

External Relations

- Works with School of Social Welfare Marketing staff to develop, implement, and assess a marketing plan.
- Monitors developments in the external environment affecting professional social work practice and education (e.g., BSRB)
- Serves as contact person for school social work certification requirements and related developments – BSRB
- Represents the School in a variety of forums at the University and national level.