

POSITION DESCRIPTION

SCHOOL: Social Welfare
TITLE: **BSW Program Director**
REPORTS TO: Associate Dean, Social Welfare

The Director of the BSW Program is a 40% academic year and 4 week summer appointment made by the Dean. The Director is responsible and accountable to the Dean for the planning, development, and administration of the undergraduate program. The Director works closely with the Associate Dean for Academic Programs regarding day-to-day administrative tasks. The Director represents the School in a variety of forums at the University and national level. Administrative duties and responsibilities fall into three categories: Admissions, Curriculum, and Student Advancement.

Admissions:

- Oversees admissions process through screening, making admission decisions, and orienting incoming students.
- Meets with students to discuss admission decisions and recommendations for strengthening application materials.
- Assists with some recruitment efforts to assure a substantial and diverse pool of applicants, including meeting high school students and parents who are routed through the KU Visitor Center, participating on faculty panels at Orientations as requested, teaching a section of SW 177 – Freshman Year Seminar course, etc.

Curriculum:

- Serves as chair of the BSW Program Curriculum Committee. Responsible for the agenda, convening meetings and reporting back to Associate Dean for Academic Programs as appropriate.
- Takes a leadership role in curriculum development and in providing curriculum oversight.
- Provides program evaluation to assure student attainment of program objectives, reporting the results to the faculty and CSWE, facilitating and monitoring needed changes.
- Oversees prerequisite general education requirements for potential students and evaluates requests for waivers due to previous equivalent coursework.
- Makes recommendations to the Associate Dean regarding faculty teaching assignments and evaluation of faculty performance.
- Oversees the policies governing the BSW program to ensure compliance with policies of the School of Social Welfare and the University as a whole.

Student Advancement:

- Oversees student advancement policy, including student progress, academic probation, and recommendations for dismissal convening Academic Review Committees as needed.
- Coordinates undergraduate needs with Director of Field Education and other administrative personnel.

Miscellaneous:

- Consults with Associate Dean regarding BSW program needs, including enrollment management and resource allocation.
- Assists with Graduation Ceremony.
- Serves on the School Scholarship Committee.
- Works with the Marketing Director to ensure website is up to date and accurate.
- Assists in the annual editing of the BSW Student Handbook.
- Links BSW program with other relevant units on campus, including the University Core Curriculum Council and the First Year Experience.
- Represents the School in a variety of forums, including the Baccalaureate Program Directors and the Kansas Council on Social Work Education.