

POSITION DESCRIPTION

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

The Director of the PhD Program is a 30% 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 doctoral 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:

- Assists with recruitment efforts to assure a substantial and diverse pool of applicants, including responding to phone calls, emails, and written inquiries and making referrals to appropriate faculty and/or current doctoral students.
- Collaborates with the Graduate Student Services Coordinator regarding recruitment efforts including college fairs, information sessions, campus visits, orientation, and recruitment materials/publications.
- Oversees the Admissions Committee.
- Collaborates with the Director of Graduate Admissions regarding admission processes and deadlines.
- Meets with students to discuss admission decisions and recommendations for strengthening application materials.

Curriculum:

- Serves as chair of the PhD Committee. Responsible for the agenda, convening meetings, reporting back to the Dean and Associate Dean for Academic Programs as appropriate, and implementing decisions of the committee.
- 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.
- Makes recommendations to the Associate Dean regarding faculty teaching assignments and evaluation of faculty performance.
- Oversees the policies governing the PhD 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.
- Provides academic advising for all students until a qualifying committee chair has been selected.
- Consults with student and student's dissertation chair regarding content, structure, and process matters for the qualifying and dissertation processes.

Miscellaneous:

- Consults with Associate Deans for Research and Academics regarding placement of PhD students in GRA and GTA positions.
- 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 PhD Student Handbook.

- Represents the School in a variety of forums, including KU Graduate Studies, the Group for the Advancement of Doctoral Education (GADE), and the Council on Social Work Education.
- Assists the PhD Student Group with organizing activities such as colloquia, brown bag workshops, and social gatherings.
- Develops new program initiatives such as international scholarly exchanges and cooperation in relation to doctoral studies.