

ACADEMIC DEPARTMENT SUPERVISOR

I. DEFINITIONS

ACADEMIC DEPARTMENT SUPERVISOR

Positions allocated to this title perform professional office and supervisory functions in the administrative and academic operations of a department or center and are delegated various responsibilities by the Department Chairperson or Center Director. The responsibilities of the position will include performing most of the following activities: develop and implement the department/center operating budget; coordinate personnel activities (e.g., hearing grievances, hiring activities, etc.); oversee purchasing within the department/center, manage the grant proposal process; supervise support staff; coordinate the administration of multiple awards from a number of varied sources in addition to state funds and gifts; develop policies and procedures for multiple appointment types; manage multiple major or certificate programs (graduate and undergraduate); administer the Local Area Network (LAN); manage the department/center Web site; train and guide teaching assistants; and manage other activities crucial to the department/center mission (e.g., purchasing, risk management, space management, etc.). This position and the Department Chairperson/Center Director will work together to ensure the administrative and appropriate academic activities are properly managed.

The department or center in which the position is performing the above duties would need to have the following attributes:

- Budget size* - \$2 million (Based on current UW Expenditure Report) derived from multiple funding sources (e.g., 101,133, etc.).
- Staff size* (academic, university staff, faculty) is greater than 20 fte.

* Above figures are meant to be guidelines – (e.g., budget of \$1,993,000 would satisfy budget requirement).

Positions allocated to this title serve as the liaison for the Department Chairperson/Center Director between faculty, academic staff and students; maintain communication links between these parties; coordinate the faculty and executive committee voting process; serve on department administrative teams and department committees to improve department processes; interpret federal, state and university policies and procedures; review draft documents and policy papers; coordinate and assist in the faculty and academic staff hiring processes, including recruitments, promotions, merit pay process, graduate student hiring and pay determinations, teaching assistant budget letters, teaching assistant assignments and training, and probationary/post tenure reviews of faculty.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Program Assistant Supervisor