

**Indiana University School of Social Work
Director, MSW Program
Indianapolis**

The MSW Program Director provides administrative and academic leadership for the MSW Program on the Indianapolis campus, which currently includes an extension program in Fort Wayne. The Director is a tenured faculty member in the School of Social Work with primary responsibility in the area of administrative service, and moderate responsibility in the areas of teaching and scholarship.

Specific Responsibilities include:

Personnel Management

- Determine need, initiate requests, and recommend employment of academic, classified, and student personnel for the efficient and effective functioning of the MSW Program in Indianapolis and Fort Wayne.
- Train, supervise, and evaluate all classified staff providing support to the MSW Program in Indianapolis and Fort Wayne.
- Collaborate with the Associate Dean in designing job responsibilities, training, supervising, and evaluating all faculty equivalent academic specialists and other designated administrative faculty in the MSW Program in Indianapolis and Fort Wayne.

Curriculum

- Collaborate with the IUSSW elected faculty chairperson to convene the MSW Curriculum Committee, determine curricular needs, and develop and recommend curricular changes to the Faculty Senate.
- Assure that the curriculum is reviewed periodically. Such review should include compliance with CSWE educational policy and accreditation standards. The MSW Director will identify possible problem areas in the curriculum and call them to the attention of the appropriate person or group.
- Monitor course syllabi for consistency across multiple sections of the same course.
- Provide leadership for MSW student and program assessment.
- Provide administrative oversight of advising functions for MSW students in Indianapolis and Fort Wayne, including student orientation.
- Provide administrative oversight of the field education functions for MSW students in Indianapolis and Fort Wayne. Identify issues related to the field curriculum and field placement that need to be reviewed by the MSW Committee and/or Field Coordinator.
- Participate in regular meetings with MSW Program Directors to ensure comparability of the MSW curriculum and courses, student and program assessment, advising functions, and field education functions across all program sites.

Instructional Management

- Collaborate with Associate Dean, Executive Director of Undergraduate Programs, and Director of the PhD Program in making course assignments for full-time and part-time faculty.
- Identify and qualify part-time faculty for specific MSW course offerings.
- Identify instructional mentoring needs of new full-time and part-time faculty.
- Work with the Associate Dean to resolve situations involving faculty illness and other circumstances that keep faculty out of the classroom for prolonged periods.
- Identify the appropriate mix of in-person, hybrid, online and other alternative methods of course delivery and provide ongoing evaluation of the efficacy of each.
- Monitor student enrollments in the program and in individual courses and make recommendations for course cancellations, additions, or changes in necessary faculty complement to deliver the curriculum.

Student Issues Management

- Provide the first line of administrative response to student complaints, grievances, or grade appeals in Indianapolis and Fort Wayne, and respond according to policies in the MSW Handbook.
- Provide mentoring to faculty in resolving student issues in the classroom.

Related Management Functions

- Recommend to the Dean resource allocations (funds and/or personnel) as they relate to the MSW Program.
- In collaboration with Directors, faculty and staff, prepare and update the MSW Handbook and MSW Field Education Manual.
- Develop public information for on/off campus dissemination.
- Maintain awareness of local, state, and federal trends for use in forecasting program and curricular needs.
- Assist program faculty in identifying and developing grants that benefit the curriculum.
- Serve on IUPUI Committees as assigned.
- Participate in the CSWE APM and other national and regional conferences and networks that impact effective leadership of the MSW Program.
- Other duties as need arises.

Related Instructional and Research Functions

- Teach one MSW course in each calendar year, or provide an equivalent level of instructional service as a field liaison to MSW students.
- Maintain a moderate research and scholarship agenda.