**POSITION DESCRIPTION**

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| **Title**: Faculty Head | **Originating** **Date**: 10-06-2016 |
| **Department Name**: School of Historical, Philosophical and Religious Studies | The position of Faculty Head is appointed by the Director |

**Primary Purpose:**

To serve as liaison between disciplinary Faculties and the School Director.

**Essential Functions (What, How and Why):**

1. Attend regular ExComm meetings for consultation with the School Director
2. Convene and facilitate regularly scheduled faculty meetings throughout the academic year
3. Facilitate communication between Director and faculty
4. Recognize faculty achievements
5. Coordinate elections to committees; submit recommendations to the Director for appointments to school-wide committees
6. Coordinate with AHUS on recommendations for instructional faculty renewals and organize peer observation reviews
7. Provide oversight of spending of disciplinary event budget allocated from SHPRS local budget
   1. Call for proposals from faculty
   2. Oversee selection process by unit faculty

**Course release**: 1 per Academic Year