Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: HISTORY, PHILOSOPHY AND SOCIAL SCIENCES
COLLEGE/DIVISION: ACADEMIC AFFAIRS
POSITION #: 200000292

INSTRUCTIONS:
1. Save this word file with a unique name, such as the position title plus the position number plus the month and year the document is created (e.g. "Admit Asst Dir #274 – March 2011.doc")
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/offices/hr/index.jsp); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O’Net Online (http://online.onetcenter.org)
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only

<table>
<thead>
<tr>
<th>FLSA Status:</th>
<th>Exempt</th>
<th>FLSA Exemption(s), if applicable:</th>
<th>Admin + Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Reviewer:</td>
<td>[Signature]</td>
<td>FLSA Review Date:</td>
<td>9-20-12</td>
</tr>
<tr>
<td>EO Reviewer:</td>
<td>[Signature]</td>
<td>EO Review Date:</td>
<td>09/14/12</td>
</tr>
<tr>
<td>Position Effective Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. POSITION DATA:

<table>
<thead>
<tr>
<th>Action Requested:</th>
<th>New Position</th>
<th>Change Department/Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Update Position Duties</td>
<td>Other (Explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>REQUESTED CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Title Description:</td>
<td>Professor/Chair</td>
</tr>
<tr>
<td>Working Title Description:</td>
<td></td>
</tr>
<tr>
<td>Work Schedule (Hours &amp; Days):</td>
<td>Typically Monday – Friday; 8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period):</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Percent Time:</td>
<td>100%</td>
</tr>
<tr>
<td>Location (City where employee works):</td>
<td>Pittsburg, Kansas</td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>Dr. Karl Kunkel</td>
</tr>
<tr>
<td>Supervisor Title:</td>
<td>Dean</td>
</tr>
<tr>
<td>Supervisor Position #:</td>
<td>200000363</td>
</tr>
<tr>
<td>Supervisor’s College/Division:</td>
<td>ARTS &amp; SCIENCES</td>
</tr>
<tr>
<td>Reviewer Name: (optional)</td>
<td></td>
</tr>
</tbody>
</table>
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COLLEGE/DIVISION ACADEMIC AFFAIRS
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2. PRIMARY PURPOSE OF THIS POSITION:

The Department Chair serves as the chief administrative officer of the department. The Chair provides leadership for the department and is responsible for the academic, personnel, facility and financial affairs of the department to ensure that the activities of the department meet the University, College and Departments missions and goals. The Administrative assignment is at the pleasure of the President.

The incumbent will also hold faculty rank and will be responsible for teaching, service and scholarship as described in #4, below.

3. SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.

4. DESCRIPTION OF WORK:

1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned."
2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%
3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without).

<table>
<thead>
<tr>
<th>#</th>
<th>%</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50%</td>
<td>Duties are Essential?</td>
</tr>
</tbody>
</table>

Administrative:
1. Plan and conduct departmental business, including faculty appointments, promotion, contract renewal, tenure, salary increases, and dismissals. Provide leadership in the development of departmental curriculum. Assign teaching loads. Facilitate departmental meetings. Oversee the department's assessment efforts and review, and long-range planning. Coordinate accreditation and/or approval activities. Assign special projects as needed to ensure the department's mission and goals are achieved.
2. Promote and provide leadership in mentoring and development of faculty, including completion of Annual Performance Appraisals, and student recruitment and retention.
3. Promote and enhance the image of the department.
4. Supervise administrative and classified staff, including completion of Performance Reviews.
5. Manage the departmental budgets and expenditures, including General Use, Foundation, or other funds used for Other Operating Expenditures (OOE), scholarships, and other special uses (e.g. grants and travel).
6. Promote and provide leadership in community/university relations. Work with the PSU Foundation and participate in planned giving and fundraising activities as well as the solicitation of gifts.
7. Act as a liaison between faculty in the department and upper-level administrators.
8. Oversee the physical spaces used by the department and work with physical plant to meet facility program needs.
9. Promote a collegial department atmosphere. Respond to complaints by staff, faculty, students
and other stakeholders (parents & alumni).  
10. Perform other duties as assigned.

<table>
<thead>
<tr>
<th>2</th>
<th>25%</th>
<th>Duties are essential?</th>
<th>X Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Teaching: Engage in academic program planning and development, instruction, evaluation, and student academic advisement. The appropriate teaching load is determined in consultation with the Dean. The percentage of time for this duty may vary each year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 3 | 15% | Duties are essential? | X Yes | No |
|   |     | Service: Engage in institutional, professional and community service activities. Individual service plans are established each year through the Unclassified Performance Management Process. The percentage of time for this duty may vary each year. |

| 4 | 10% | Duties are Essential? | X Yes | No |
|   |     | Scholarly Activity: Engage in research, scholarship, or creative endeavor. Individualized plans for scholarly activity are established each year through the Unclassified Performance Management Process. The percentage of time for this duty may vary each year. |

|   | Duties are Essential? | Yes | No |

5. COMPETENCIES (Knowledge, Skills and Abilities): List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).

In addition to the competencies listed below, the incumbent must possess the knowledge, skills and abilities appropriate for the position and as required by the departmental tenure policy.

A. Knowledge

✓ Academic Advisement – Knowledge of the process to assist students in clarifying their educational goals and developing an educational plan for the realization of these goals.
✓ Budget - Knowledge of administration and management of department budgets.
✓ Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.
✓ Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.
✓ Education — Knowledge of principles and methods for curriculum design, teaching and instruction for individuals and groups, and the measurement of learning outcomes.
✓ English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
✓ Fundraising – Knowledge of principles and methods of soliciting and gathering contributions or money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
Higher Education Administration & Management - Knowledge of higher education administration and management principles involved in strategic planning, resource allocation, leadership techniques, and academic assessment, evaluation and accreditation and/or approval.
Information Technology - Knowledge of current practices in information technology and applications, including application of technology to the teaching/learning process.
Labor Relations & Collective Bargaining – Knowledge of the principles and practices for working with employees covered by Memorandum of Agreements or union contracts.
Mathematics — Knowledge of arithmetic and its applications.
Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training/mentoring, compensation and benefits, labor relations and negotiation, personnel information systems and resolution of grievances.
✓ Shared Governance — Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.
✓ Student Assessment and Advisement — Knowledge of learner outcome assessments and student advisement principles and practices.
✓ Student Recruitment and Retention — Knowledge of principles of student recruitment and retention.
Student Support Services - Knowledge of enrollment management, financial assistance, admissions, registrar & housing operations and functions.

B. Skills

✓ Active Learning — Understanding the implications of new information for both current and future problem solving and decision-making.
✓ Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
✓ Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
✓ Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
✓ Instructing — Teaching others how to do something.
✓ Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
✓ Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
✓ Mathematics — Using mathematics to solve problems.
✓ Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
✓ Negotiation — Bringing others together and trying to reconcile differences.
✓ Persuasion — Persuading others to change their minds or behavior.
✓ Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
✓ Research — Using an organized and systematic way to answer questions.
✓ Service Orientation — Actively looking for ways to help people.
✓ Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
✓ Speaking — Talking to others to convey information effectively.
✓ Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
✓ Time Management — Managing one's own time and the time of others.
✓ Writing — Communicating effectively in writing as appropriate for the needs of the audience.

C. Abilities

✓ Collaboration — Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to
1. **DEPARTMENT:** HISTORY, PHILOSOPHY AND SOCIAL SCIENCES  
   **COLLEGE/DIVISION:** ACADEMIC AFFAIRS

2. **UNCLASSIFIED POSITION DESCRIPTION FORM**

3. **DEPARTMENT:** HISTORY, PHILOSOPHY AND SOCIAL SCIENCES  
   **COLLEGE/DIVISION:** ACADEMIC AFFAIRS  
   **POSITION #:** 200000292

4. **DEPARTMENT:** HISTORY, PHILOSOPHY AND SOCIAL SCIENCES  
   **COLLEGE/DIVISION:** ACADEMIC AFFAIRS  
   **POSITION #:** 200000292

5. **UNCLASSIFIED POSITION DESCRIPTION FORM**

6. **EDUCATION AND EXPERIENCE:** List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a “check.”

   - **Terminal Degree in a field within the purview of the department.**
   - **Experience teaching, scholarly/creative productivity and service at the collegiate level complementary with existing department faculty.**
   - **Tenured or tenurable in the department.**
   - **Academic leadership and administrative skills.**
   - **Appointment at a senior faculty level at PSU (associate or full professor).**
   - **Supervisory experience.**

7. **LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:** List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a “check.”

   - Discipline specific. None for most areas.

8. **OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:**

   Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in “Instructions,” above).

   **A. Work Activity:**

   - **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
   - **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources.
This information can be exchanged in person, in writing, or by telephone or e-mail.

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Coordinating the Work and Activities of Others** — Getting members of a group to work together to accomplish tasks.
- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Guiding, Directing, and Motivating Others** — Providing guidance and direction to others, including setting performance standards and monitoring performance.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to enter data, or process information.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitoring and Controlling Resources** — Monitoring and controlling resources and overseeing the spending of money.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

### B. Work Context:

- **Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it? **DAILY**
- **Coordinate or Lead Others** — How important is it to coordinate or lead others in accomplishing work activities in this job? **DAILY**
- **Deal With External Stakeholders** — How important is it to work with external stakeholders in this job? **WEEKLY**
- **Duration of Typical Work Week** — Number of hours typically worked in one week. Indicate the frequency that meetings/dinners/engagements outside of the normal workday are required. **VARIES. MAY REQUIRE OCCASIONAL EVENING AND WEEKENDS**
- **Electronic Mail** — How often do you use electronic mail in this job? **DAILY**
- **Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job? **DAILY**
- **Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer? **DAILY**
- **Frequency of Conflict Situations** — How often are there conflict situations the employee has to face in this
job? OCCASIONALLY

- Frequency of Decision Making — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization? DAILY
- Importance of Being Exact or Accurate — How important is being very exact or highly accurate in performing this job? VERY IMPORTANT
- Letters and Memos — How often does the job require written letters and memos? DAILY
- Physical Proximity — To what extent does this job require the worker to perform job tasks in close physical proximity to other people? DAILY
- Public Speaking — How often do you have to perform public speaking in this job? OCCASIONALLY
- Responsible for Others' Health and Safety — How much responsibility is there for the health and safety of others in this job? OCCASIONALLY
- Travel — How frequently is travel required and where are the locations? OCCASIONAL

C. Background Checks:

✓ The position requires a criminal background check.

D. Spoken English Proficiency:

✓ The position requires a satisfactory rating on the Spoken English Proficiency assessment.
9. **SIGNATURES, GUS POSITION INVENTORY & ROUTING:** Print the Position Description and route for signatures as required by the division/area.

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>[Signature]</td>
<td>Dean</td>
<td>6-15-12</td>
</tr>
<tr>
<td>Department Head or Dean</td>
<td>[Signature]</td>
<td>Dean</td>
<td>6-15-12</td>
</tr>
<tr>
<td>Associate Vice-President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President or Provost</td>
<td>[Signature]</td>
<td>Provost</td>
<td>6/24/12</td>
</tr>
</tbody>
</table>

SEND THE COMPLETED POSITION DESCRIPTION TO HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW