

## MFT Program Policy on Program Leadership and Governance

### Policy Availability

This policy is available to the public via the link to [Program Handbook and Policies](#) on the [MFT website](#).

### I. MFT Policy on Program Leadership

#### Core Faculty

The MFT Program defines core faculty as any faculty member employed by VSU and having full-time (40 hours) responsibility for any teaching, supervision, program or clinic management, or training activities.

#### Program Director

The program director is a core faculty member who has ultimate program responsibility and who meets the following criteria:

- ◆ Is a member of the core faculty
- ◆ Directs the program throughout the 12-month year
- ◆ Is vested with responsibility for and has qualifications that enable him or her to provide leadership for the foundational curriculum, clinical training program, facilities, services, and the maintenance and enhancement of the program's quality consistent with the program's clinical training mission
- ◆ Must be an AAMFT Approved Supervisor or an AAMFT Supervision Candidate with supervision experience and training. If an AAMFT Supervision Candidate, he or she must become an AAMFT Approved Supervisor within three years of assuming the directorship role

### 2015 MFT Program Director Position Description

The MFT Program Director will provide year-round overall direction and administration of a master's degree program in Marriage and Family Therapy that is committed to a multi-culturally informed education and an inclusive and diverse learning environment. Program Director is responsible for oversight of the curriculum, clinical training program, facilities, and services. The Director will teach, participate in professional and scholarly development, and provide service to the university, community, and profession. Specific duties include but are not limited to the following:

- Maintain and enhance program quality, including
  - A. Lead program through COAMFTE accreditation processes
    - Oversee compliance with accreditation standards
    - Serve as primary writer and organizer for re-accreditation self-study
    - Serve as primary writer and prepare the COAMFTE Annual Report
    - Assure the timely payment of COAMFTE fees
  - B. Maintain and enhance program visibility and transparency

- C. Maintain and enhance program quality, including the direction and oversight of
  - Faculty
  - Clinic observation/recording system (maintenance, repair, and adherence to policy and procedures related to use by students and faculty, periodic update and improvement of access.
  - Other technology and equipment (classroom, computers, etc.)
  - Physical facilities, structure, and spaces
- D. Maintain and enhance program transparency
- E. Provide direction and oversight of the MFT curriculum and clinical training including evaluation, maintenance, and enhancement of educational experiences, assuring congruence with the program’s mission, goals, and outcomes, and COAMFTE foundational curricular areas and practice components.
- F. Oversee program clinical training
  - provide clinical supervision to junior faculty who are AAMFT Supervisors-in-Training (per accreditation)
  - supervise Clinic Director
  - direct and oversee the review of all work products related to clients, attorneys, and court subpoenas
  - prepare interns for court appearances
  - direct and oversee the review of requests for clinical records or summaries by other allied health professionals.
  - direct and oversee review of all finalized requests for clinical records and SSI, SSDI reports
  - direct and oversee the weekly/daily staffing review of high risk cases
  - direct and oversee follow-up for all involuntary and voluntary hospital admissions
  - direct and oversee the monitoring of new, continuing, and discontinuing FamilyWorks support groups
  - direct and oversee the review and maintain of HIPPA compliance standards, as necessary
- Teach year-round MFT didactic courses
- Teach year-round *MFTH 7600 Clinical Practicum* course (three semesters of each year)
- Seek and maintain tenure and promotion, providing quality scholarship, teaching, and service to the field, the university, and the community
- Maintain and manage evaluations and data bases, including but not limited to
  - *Alumni Survey*
  - *Advising Survey*
  - *Comprehensive Exam I Evaluation*
  - *Employer Satisfaction Survey*
  - *Internship Satisfaction Survey*
  - *MFT Graduate Exit Survey*
  - *Client Satisfaction Survey*
  - *Clinic Director Evaluation*
  - *Program Director Evaluation*
  - *Why VSU? Survey*
- Organize and facilitate periodic meetings of the MFT Advisory Board
- Oversee student advising policies, procedures, and facilitation
- Direct the recruitment and admissions of students

- Maintain current license, liability insurance, and Approved Supervisor credential
- Primary writer (with MFT faculty input and support) of MFT Program Policies & Procedures
  - Update & review on schedule
- Maintain, review, and update handbooks and policy and procedure manuals
- Direct and oversee the planning and facilitation of New Student Orientation
- Write annual Institutional Effectiveness Plans (IEP) and Institutional Effectiveness Reports (IER)
- Write Comprehensive Program Review (CPR) reports
- Monitor Association of Marital and Family Regulatory Board (AMFRB) test specifications for curricular, licensure test preparation, and accreditation implications
- Oversee management of student files, final review, and graduation sign-off
- Direct and oversee student recruitment and new admissions
  - Collaborate with the Graduate School
  - Correspond with prospective students
  - Coordinate campus visits
  - Applicant review
  - Conduct interviews
- Oversee Strategic Planning
  - Write, maintain, & update strategic plan
- Organize and facilitate regular faculty meetings
  - Oversee program committees
- As necessary, hire and mentor adjunct instructors
  - Hire adjuncts
  - Mentor adjuncts
- Oversee Graduate Assistants
  - Hire, evaluate, dismiss, re-appoint GA's
  - Schedule GA's
- Direct and oversee the approval of swipe card access.
- Advise, mentor, and supervise MFT graduate students
- Follow university/college/program policies in the direction and oversight of student concerns, grievances, and appeals.
- Direct and oversee the completion/approval of student licensure applications (Associate and 2-years later, Full licensure)
- Oversee annual program-wide service efforts: Lobby Day, South Georgia Farmworkers Health Clinic (SGFHP), Hospice grief camps for children (Camp Good Grief, Camp Hope), Pride event, etc.

## II. MFT Policy on Program Governance

Shared governance and faculty freedom to structure and govern their own programs according to best practices and current research is an important aspect of VSU university. At VSU, Faculty Senate serves as the mechanism for shared governance. At the program level, the permanent, full-time faculty serves as the mechanism for conducting and assuring shared governance. With input from communities of interest—COAMFTE, students, etc.—the program is operated year-to-year by the faculty, which works collaboratively with administration within the policy structure of the university, bringing its collective skills, knowledges, experiences, and perceptions to bear on every aspect of the program.

The primary means of communication between MFT faculty members is face-to-face weekly faculty meetings and informal (unscheduled) discussions. Informal exchanges that occur frequently in offices and through email and meetings are frequently the source of solutions to small problems. Larger issues (structural, policy, curricular, program-level decisions, etc.) are scheduled, discussed, and finalized in faculty meetings.

When decisions or policy revisions impact students, these are communicated to students via email, community meetings, and/or in-person meetings (with the program director, clinical director, and/or student representatives). As needed, program-level changes are communicated to, and approved by, administrators at the departmental, college and graduate studies levels. Formal policy changes are also published on the [Program Handbook & Policies link](#) of the [MFT website](#). The program [Policy on Course and Curriculum Changes](#) dictates that curricular changes follow university policy and procedure.

During a faculty meeting set aside for the review of the program's educational outcomes and discuss data related to the outcomes, as well as feedback from communities of interest (students, graduates, supervisors, and faculty). When there is evidence of a problem or obstacle, potential changes are first discussed and then voted upon with each faculty member have a vote, and majority vote determining the decision.