

**Appendix B**  
**ROLES OF YOUTH DEVELOPMENT DEPARTMENT, ASSOCIATION,**  
**PROGRAM UNIT AND ADMINISTRATION**

	<b>Evaluation</b>	<b>Staffing</b>	<b>Professional Development</b>	<b>Research/ Professional</b>	<b>Reward Recognition</b>	<b>Leadership/ Other</b>
<b>DEPARTMENT</b>	<ul style="list-style-type: none"> <li>• Define discipline</li> <li>• Review and evaluate promotional documents</li> <li>• Recommend candidates for promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Set entry level standards</li> <li>• Provide staff plan input</li> <li>• Monitor staff placement and positions</li> <li>• Address staff welfare issues</li> <li>• Provide faculty governance orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify needs</li> <li>• Encourage professional development (professional development plan)</li> </ul>	<ul style="list-style-type: none"> <li>• Share professional materials</li> <li>• Define/develop and profess the discipline of youth</li> <li>• Identify research needs</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor salary structure</li> <li>• Encourage professional papers and other scholarly efforts</li> </ul>	
<b>ASSOCIATION</b>	<ul style="list-style-type: none"> <li>• Recognize achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a forum for staff issue decisions</li> <li>• Advance the image of the profession through collegiate members</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies needs</li> <li>• Encourage personal/ professional growth</li> <li>• Provide personal/ professional improvement opportunities</li> <li>• Provide statewide, regional, and national opportunities for enrichment</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes sharing program and personal experiences</li> <li>• Contributions to research identification (professional/ personal)</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes distinguished source</li> <li>• Encourages leadership roles – state/ national</li> <li>• Supports and promotes membership (workshops, conferences)</li> </ul>	<ul style="list-style-type: none"> <li>• Build spirit de corps</li> <li>• Serve as an advocate for identified association issues and concerns as a neutral partner</li> <li>• Share common issues and concerns with JCEP</li> </ul>
<b>PROGRAM UNIT</b>	<ul style="list-style-type: none"> <li>• Review performance of faculty</li> <li>• Encourage, reinforce and provide feedback on program performance</li> <li>• Evaluate programs</li> </ul>	<ul style="list-style-type: none"> <li>• Screen, recruit, orient faculty and staff</li> <li>• Develop staffing plan establish staffing priorities</li> <li>• Place selected candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Identify needs</li> <li>• Provide professional improvement experiences (workshops, conferences, etc.)</li> <li>• Counsel on professional needs and planning</li> </ul>	<ul style="list-style-type: none"> <li>• Identify programmatic research roles</li> <li>• Provide program direction leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Provide input in salary decisions</li> <li>• Nominate and support faculty recognition on state/ national level</li> </ul>	<ul style="list-style-type: none"> <li>• Provide programmatic leadership and support materials</li> <li>• Provide expertise in the process dimension area</li> <li>• Manage program unit budget</li> </ul>

	<b>Evaluation</b>	<b>Staffing</b>	<b>Professional Development</b>	<b>Research/ Professional</b>	<b>Reward Recognition</b>	<b>Leadership/ Other</b>
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Review performance in cooperation with program unit</li> <li>• Counseling role (feedback)</li> <li>• Share performance review with county and significant others</li> <li>• Act on recommendations for promotion of faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment/ screening of candidates in cooperation with program unit using standards of department</li> <li>• Establish positions</li> <li>• Place selected applicants</li> <li>• Allocate budget</li> <li>• Set budget</li> </ul>	<ul style="list-style-type: none"> <li>• Provide funding for professional planning and improvement</li> <li>• Develop professional improvement and staff policies</li> </ul>	<ul style="list-style-type: none"> <li>• Support research</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor salary and salary adjustments</li> <li>• Allocate funds for salary adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• Develop overall budget of organization</li> </ul>