Responsibilities of Supervisors

The person you report to administratively and who assigns your work is called your first-line supervisor. We place a great deal of trust and responsibility in these supervisors. Your supervisor is a member of University management and represents the University to you, the employee. Your supervisor assigns, coordinates, and directs the work of the section. Your supervisor also maintains discipline and assures that CPFM and University policies are followed.

These men and women are key personnel in every sense of the word. For CPFM to function as a cohesive, smooth-working team, it is absolutely essential that you give your supervisor your cooperation, as well as your feedback on suggestions or comments you may have regarding your work. Your first-line supervisor should be your first point of contact with the University concerning any questions or problems that may arise. You are obliged to follow your supervisor's instructions and directions.