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ALCORN STATE UNIVERSITY

JOB DESCRIPTION

PLEASE DO NOT ALTER FORM

TITLE: Chairperson

DEPARTMENT: Education and Psychology

REPORTS TO: Dean

EFFECTIVE DATE: Immediately

EMPLOYMENT STATUS: Full-time (12 months)

(ex.; Full-time, Part-time, Seasonal)

EMPLOYMENT CLASSIFICATION: Salaried

(ex.; Salaried or hourly; Exempt or non-exempt)

PRINCIPAL PURPOSE OF JOB: Alcorn State University has an immediate eligible for tenure track position as Chairperson of the Department of Education and Psychology to provide leadership to the Department and conduct scholarly research.

SCOPE OF RESPONSIBILITY: The Chairperson is responsible for the general oversight of the Department of Education and Psychology, including undergraduate and graduate degree programs, administration of budgets and personnel (faculty and staff), recruitment and retention, strategic planning for the department, establishing and maintaining productive professional working relationships with other units on campus, government agencies, and the private sector in order to effectively achieve the goals and objectives of the Department.

ESSENTIAL JOB FUNCTIONS:

The Chair of the Department of Education and Psychology will:

- Provide essential leadership to develop and enhance undergraduate and graduate instructional programs
- Lead efforts directly dealing with accreditation (CAEP, SACS, and Program Review)
- Work to enhance instructional budgets to provide adequate faculty and staff salaries and operational resources to facilitate faculty and student travel, contractual services, commodities and instructional equipment
- Develop and monitor the scheduling of courses and faculty teaching assignments for optimal distribution of faculty time between teaching, research and service, while ensuring that students graduate within the time allotted for the degree
- Work with the faculty to upgrade courses and curricula, as needed, to ensure that students graduating from the programs are locally and nationally competitive
- Develop and implement effective student recruitment and retention strategies in collaboration with the faculty and staff, the Dean of the School of Education and Psychology, the Office of Admissions, and other appropriate units on Campus
- Serve as liaison with the Mississippi State Department of Education, and specialized professional associations; maintain relationship with those entities to facilitate students' experiential learning, service learning and professional development
- Identify and recruit talented faculty to fulfill the goals and objectives of the Department of Education and Psychology

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- Serve as a strong advocate for the faculty and students in the Department of Education and Psychology
- Facilitate faculty and staff development
- Teach at least two courses per semester (6 credit hours) in field of expertise
- Create and maintain a working environment conducive to excellence in teaching and learning
- Demonstrate commitment to diversity for all faculty, staff and students
- Respond appropriately to the demands of the administration, the faculty, staff and students.
- Engage on scholarly research

OTHER DUTIES: (*ex: tasks that may be necessary, but are not the main reason(s) the job was created*)

- Other duties as assigned

QUALIFICATIONS:

- Doctor of Philosophy degree (or equivalent) in an Education or a related field of study with six years of higher education experience
- Demonstrated experience in teaching and research qualifying him or her for at least the rank of Associate Professor in the area of specialization and tenure
- Demonstrated experience in planning, coordinating, implementing, and evaluating teaching and research at the university level
- Demonstrated experience in providing effective leadership to faculty, staff and students
- Demonstrated experience in handling complex issues within a department, professionally
- Demonstrated experience in mentoring new faculty
- Demonstrated experience in publications and record of grant funding

Licensing and Certifications

N/A

KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to work well with colleagues to foster a collegial environment conducive to team work and students' high level of learning
- Growth-oriented leader, visionary individual who is knowledgeable about the trends in higher education
- Demonstrated grantsmanship ability
- Excellent communication and collaboration skills
- Demonstrated ability to interact effectively with stakeholders to obtain results
- Record of integrity, loyalty, and timely response, expected
- Excellent communication and managerial skills.
- Ability to formulate and articulate policies, procedures, expectations, and practices in a humanistic and diplomatic manner.
- Strong analytical, problem solving, time management and organization skills.

PHYSICAL REQUIREMENTS:

- Ability to sit at a workstation for extended periods
- Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds

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- Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
- Normal physical agility, which includes ability to maneuver body while in place
- Normal physical strength to handle routine office materials and tools
- Normal dexterity of hands and fingers
- Normal coordination, including eye-hand, hand-foot
- Normal endurance

ALCORN STATE UNIVERSITY is an Equal Opportunity Employer

The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform.