Position Summary

The School of Human Ecology (SoHE) Department Chair demonstrates leadership qualities, moves the department forward, builds a high-performance culture, forges partnerships within the department and across the units in the SoHE, and manages resources (see SoHE Leadership Expectations). The Chair provides leadership both as an active scholar and by supporting department scholarship. The Chair nurtures the professional growth of individual faculty, creates a welcoming environment for diverse students and faculty, and works to improve the quality of instruction, disciplined inquiry, and outreach/community engagement. The Chair works in tandem with the dean, associate dean(s), assistant deans, and other leadership team members in advancing the SoHE’s mission and strategic goals. The Chair is expected to be available, as needed, to deal with any issues that might rise during the summer months and in preparation for the new academic year – an average workload equivalent to 2 full-weeks (or one day per week).

Responsibilities & Duties

- Provide departmental leadership for establishing, developing, and implementing strategic short-term and long-range goals, objectives, and plans.
- Provide leadership for and coordination of curriculum development and instruction, faculty development, research, and outreach/Extension education.
- Works closely with the teams within the SoHE faculty governance (e.g., executive committee, APC, school-wide committees).
- Nurture the professional development of faculty and staff toward excellence and national distinction in research, teaching, outreach/community engagement, and promote an open and inclusive work environment.
- Provide leadership in faculty and staff hiring and development: orient new faculty, manage the tenure and promotion as well as the post-tenure process consistent with SoHE and University policies.
- Work collaboratively with the Dean's and Student Academic Affairs offices to establish and maintain departmental enrollment targets and effectively manage student admission processes.
- Provide leadership for enhancing student learning and development, (which includes managing the department's plan for assessing student learning and preparing annual assessment reports as well as completing undergraduate and graduate program reviews as directed by institutional guidelines and/or external accrediting agencies).
- Participate in alumni development efforts (given that effective alumni relations begin well before students actually graduate).
- Oversee administrative services essential to the effective and efficient operation of the department using independent judgment and discretionary authority.
- Espouse and practice principles of affirmative action and equal opportunity, and achieve diversity in the student body and workforce.
- Work closely with directors of Center(s) affiliated with the department in advancing the department’s and the Center’s mission; supports extension specialists’ efforts in the department.
- Provide leadership to the department in seeking additional funding sources.
- Prepare, prioritize, and monitor departmental budget requests and expenditures.
- Schedule, set agenda for, and preside at departmental faculty meetings; appoint ad hoc committees as necessary.
- Represent the department in its internal and external affairs.
- Represent the department on the Dean's academic leadership team, and in other all-school forums.
- Supervises departmental staff.
- Work closely with the Dean and Associate Dean(s) and collaborate with Assistant Deans, and other Academic Chairs and Center directors in support of the School’s mission and strategic goals.
- Other duties, as assigned.