

Position Description
Chairperson of the Department of Educational Studies
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I. General Statement of Position and Function:

The primary appointment will be as chair of the department. This position offers an opportunity for providing dynamic leadership, encouraging creativity and innovation, and supporting colleagues in furthering the work of the Department. The chairperson plans, directs, and coordinates the academic, operational, personnel, budgetary, and student activities of the department; provides leadership and direction in the development and implementation of academic programs and in the maintenance of excellence in teaching, scholarly productivity or creative endeavor, and service. For this twelve-month, full-time, tenure-track position, the faculty member is expected to possess expertise within any of the department program areas and be able to teach undergraduate courses in a teacher education preparation program and/or graduate courses in support of the department's masters and/or doctoral programs and a variety of certificates

II. Department Chair Duties:

- A. Serve as the department's primary spokesperson and representative to the college, university, and external community.
- B. Provide leadership in the development and evaluation of academic programs and curriculum within the department.
- C. Support and develop both on-campus and off-campus programs, including face-to-face and distance-learning formats.
- D. Provide leadership in creating new programming and establishing new partnerships with school districts and select agencies across the department's expertise.
- E. In cooperation with the faculty, engage in short- and long-range planning for the department.
- F. Responsible for the assignment of faculty load.
- G. Act as fiscal agent for the department and allocate funds and resources in a manner designed to achieve excellence.
- H. Engage in teaching, research, and service.
- I. Support excellence in departmental teaching, research, and service.
- J. Monitor departmental advising, including policies and written materials.
- K. Provide supervision of academic programs, faculty, staff, and management of the department office (e.g. supervision of promotion and tenure, departmental appeals, committee assignments).
- L. Other duties as assigned.

III. Minimum Acceptable Qualifications

- A. Earned doctorate in research methods, higher education, educational policy studies, adult education, social foundations of education, curriculum and instruction or in the areas of specialization in the department (e.g. adult and community education, educational technology, curriculum, diversity studies, multicultural education, secondary education, qualitative research, institutional research, educational policy, educational law, or social foundations of education, technology education, family and consumer science education).

- B. Record of teaching and advising, research, and creative endeavors, and service commensurate with the rank of associate professor and with the potential to be promoted to professor in a timely manner.
- C. Potential to teach courses designed to serve multiple graduate programs.
- D. Experience in advising undergraduate and/or graduate students.

IV. Additional/Preferred Qualifications

- A. Demonstrated leadership experience as department chair or similar or equivalent leadership role.
- B. Successful experience in planning and developing programs, including innovative programs, with various partners.
- C. Skills in hiring, supervising, and evaluating staff; including ability to resolve challenges at the interpersonal, group, and cross-organizational level.
- D. Demonstrated commitment to diversity, equity, and inclusion, including experience recruiting and retaining diverse faculty, staff, and students; understanding of current issues and state and federal policies related to program areas.
- E. A strong record of scholarship including refereed publications, grant writing, and implementation.
- F. Experience leading or serving on doctoral committees.
- G. Expertise in using on-campus and distance-learning course delivery methods.
- H. Demonstrate well developed communication and interpersonal, organizational, and management skills.

V. Terms and Conditions of Appointment: Position begins July 1, 2019.

VI Ball State University is located in Muncie, Indiana, on an attractive campus 45 miles northeast of Indianapolis. Approximately 22,000 graduate and undergraduate students enroll in one of 10 academic colleges that offer 190 undergraduate programs. We offer more than 140 master's, doctoral, certificate, and specialist degrees, with many of them ranking among the best in the nation. Ball State aspires to be the model of the most student-centered and community-engaged of the 21st century public research universities, transforming entrepreneurial learners into impactful leaders – committed to improving the quality of life for all.

VII Apply online: <https://bsu.peopleadmin.com/postings/15895>

Include the following documents with your application: cover letter, curriculum vitae, and a list of three references. Applications will be accepted through January 20, 2019. Although the option to upload copies of transcripts is available in the application, an official, original transcript showing the highest related degree earned is required at time of hire. Additionally, a degree verification will be ordered at time of hire.