



**Job Title:** Chair, Division of Education

**Reports To:** Provost & Vice President for Academic Affairs (PVPAA)

**Department:** Division of Education

**Classification:** Full-time, Salary Exempt, 12 months, Benefits Eligible

LeMoyne-Owen College (LOC) is a four-year liberal arts college that provides a transformative experience for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are situated in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862 from where the leadership of Memphis has emerged.

## **DUTIES AND RESPONSIBILITIES**

- Provide leadership, organization, monitoring and evaluation of all divisional activities and management for academic program and curricular design
- Provide leadership in developing, scheduling, coordinating, and monitoring the curriculum and instructional activities of the division
- Lead in the planning, assessment, and evaluation of divisional programs; and ensuring that all institutional requirements for accreditation (program(s) and SACSCOC) are met by the division
- Provide leadership in advisement
- Resolve student and faculty issues
- Serve as a source of information regarding national trends relevant to the Division's discipline(s)
- Evaluate each faculty member annually on their teaching, scholarship/research, and service contributions towards the Division's mission and goals
- Assure Division staff are evaluated annually in a fair, objective, accurate and constructive manner according to applicable policies and practices
- Lead efforts to recruit and retain highly qualified faculty, staff, and students into the Division
- Assign responsibilities and resources within the Division to support the growth and welfare of faculty and staff individually and collectively
- Facilitate faculty development and mentoring (both junior and senior faculty) and support professional growth
- Develop appropriate ways to recognize accomplishments of faculty, staff, and students
- Facilitate an environment promoting scholarship by faculty and staff of the Division
- Assure adherence to internal and external regulatory requirements
- Lead budget planning for the division

- Lead division planning initiatives and participates in continuing efforts to link/integrate the division initiatives with both the division and College's strategic plans
- Facilitate collaborative and collegial relationships with all other division chairs and the PVPAA to achieve the College's goals
- Fulfill requested assignments by the PVPAA essential for the College
- Teach six hours per semester
- Participate in all campus activities such as Faculty Assembly, Academic Affairs Council meetings, Divisional meetings, Convocations, Commencement activities, called meetings by the President and the PVPAA
- Represent the Division and the college in social and professional activities in the community
- Responsible for providing assistance to all tenure-track faculty to ensure a successful third year review and tenure process

## **MINIMUM QUALIFICATIONS**

- Master's degree in a program area offered within the academic division to which you are applying or commensurate, closely aligned degree, required
- Ph.D, degree in a discipline offered within the academic division, preferred but not required
- Experience leading academic programs at the division level, or higher, preferred but not required
- CAEP Accreditation, preferred but not required
- TND OE Accreditation, preferred but not required

## **KNOWLEDGE, SKILLS & ABILITIES**

- Documented performance in the areas of teaching, scholarship, and service
- Knowledge of programs within department in terms of requirements, policy, procedure, operation, and management
- Accreditation requirements generally and specifically those that apply to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (20) pounds. The employee is required to travel within the area, as well as overnight travel on occasion, which may require air travel.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line.

- Letter of Interest
- Curriculum Vitae
- Unofficial transcripts of highest educational level completed
- List of 3 references (noting contact information)

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Phone Calls Please**