

Ball State University
Professional Position Description

Position #: 101306

Department: Elementary Education

Dept Code: 800060

Position Title: Chairperson

Reports To: Dean of Teachers College

Contract Type: Professional--Chairs (P1)

Revision Dates: 1/2012; 10/2012

Exempt1: Administrative

Exempt2:

Direct Reports: Administrative Coordinator.

Position Function:

The chairperson of an academic department is the chief executive 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 promotion of teaching excellence, scholarly and creative endeavors, and engaged service.

Duties/Responsibilities:

1. Serve as the department's primary spokesperson and representative to the college, university, and external community.
2. Provide leadership in the development and evaluation of academic programs and curriculum within the department.
3. Engage in strategic planning for the department in cooperation with the faculty.
4. Assign and manage faculty load.
5. Act as fiscal agent for the department and allocate funds and resources in a manner designed to achieve excellence.
6. Support excellence in departmental teaching, scholarship, and service.
7. Provide supervision of academic programs, faculty, staff, and management of the department office (e.g., supervision of promotion and tenure, departmental appeals, committee assignments, etc.).
8. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.

9. Perform other related duties as assigned.

Minimum Qualifications:

- Education:** Doctorate in one of the department's program areas (elementary, early childhood, reading/literacy) or related area.
- Experience:** Experience in preK-12 settings and higher education.
- Other:** Evidence of leadership and communication skills; demonstrated excellence in teaching, scholarship, and service; evidence of high level of collaboration skills.

Additional Preferred Qualifications:

- Education:**
- Experience:** Experience as a department Chair or equivalent leadership position; experience with budgets, resource management, and new technologies; experience with clinical and field-based teacher preparation.
- Other:** Strategic planning skills; demonstrated skills in hiring, supervising, evaluating, and promoting faculty and staff; experience in writing and directing grants; demonstrated commitment to social justice.