



Type: Lead Faculty (Department Chair) (Volunteer)

Barber-Scotia College
Concord, North Carolina, United States (Hybrid)

Job Summary:

This role will serve as the Lead Faculty (Department Chair) for the varying departments of the assigned school. The department chair is the lead academic for the department within the school. This position calls for a dynamic, visionary individual who will be a strong advocate for the department and provide leadership that fosters excellence in teaching, research, and service activities while enhancing the department's reputation.

Job Duties:

- Collaborate with the academic dean on the strategy, planning, and execution of the BSC strategic plan.
- Report information on academic affairs through the academic dean to the Provost and Associate Provost.
- Mentor and coach faculty.
- Provide leadership of undergraduate and graduate academic programs.
- Conduct annual faculty evaluations, per the direction of the academic dean.
- Initiate recommendations for appointments and promotions.
- Prepare and administer the department budget.
- Prepare class schedules and teaching assignments.
- Work with the faculty to set the strategic direction of the department and create alignment with the College's strategic plan.
- Foster an inclusive environment for faculty and staff.
- Reinforce the BSC diversity and inclusion initiatives.
- Manage academic and financial matters within the department to promote student achievement, faculty excellence, and department morale.
- Collaborate with other departments on educational and research matters affecting the department, school, and college.
- Guide the department in assessment and accreditation efforts.
- Interact with business professionals and lead departmental fundraising and alumni relations efforts.

Health & Safety: All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions.



Therefore, all staff must adhere to the College's Health, Safety, and Environmental policies & procedures.

DISCLAIMER: *The above statements are designed to indicate the general nature and level of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities.*

Education and Experience:

Minimal Qualifications:

- A terminal degree in the primary discipline of the department from a recognized regionally accredited institution;
- A record of teaching, scholarship, and service qualifying the candidate;
- Four to six years of leadership and administrative experience in higher education, including demonstrated success at the department level or higher working to advance and support faculty teaching, scholarship, and service at an institution of similar size;
- Demonstrated experience working to reduce systemic barriers and advance equity and student success;
- Leadership in academic planning and budgeting with a demonstrated understanding of the financial and operational drivers of performance at a comprehensive college;
- Collaborative and inclusive leadership experience working with faculty on academic and college issues under the principles of shared governance;
- Demonstrated commitment to inclusion and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds, and experiences.
- Successfully pass background checks.

Physical Demands:

The physical demands characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Instructions to Applicants: An equal opportunity/affirmative action employer, Barber-Scotia actively seeks and encourages applications from minorities, women, and people with disabilities.



All offers of employment are subject to the applicant successfully passing a background check (including, but not limited to, employment verification, educational and other credential verification, and criminal records).

An equal opportunity /affirmative action employer, Barber-Scotia College actively seeks and encourages applications from minorities, women, and people with disabilities.

Salary:

This position is currently unfunded. ***Volunteer*** status at this point; however, with increased student enrollment, this will change.