

## **Academic Department Chair – Communication**

**Job ID:** 277903

**Full/Part Time:** Full Time

**Location:** Georgia College & State University

**Regular/Temporary:** Regular

### **About Us**

Georgia College & State University (GCSU) is the state's designated public liberal arts university, where students learn the essential skills to compete in a fast-paced and technology-driven global society. The university prepares students for successful careers, leadership in communities, problem solving and life-long learning through personalized attention in a residential setting with opportunities for a variety of transformational experiences through its award-winning, high-impact practices. One of only three selective universities within the University System of Georgia and a top 10 ranked public university in the Southeast, GCSU offers undergraduate degrees in more than 40 majors, 34 graduate programs, doctorates in education and nursing, professional certificates and continuing education programs.

As a member of the prestigious Council of Public Liberal Arts Colleges (COPLAC), GCSU is committed to fostering a liberal arts environment that values academic preeminence, interdisciplinary inquiry and an inclusive learning community. GCSU enjoys a strong reputation for academic excellence and nationally ranked programs according to US News & World Report, The Princeton Review and Colleges of Distinction - among other ranking sources.

Georgia College & State University takes great pride in combining the educational experience of a private liberal arts college with the affordability of a public university. Faculty and staff are dedicated to student engagement and experiential learning through high-impact practices such as internships, service- and community-based learning, diversity, study abroad opportunities, mentored undergraduate research and a capstone project that fosters intellectual curiosity, reasoned inquiry and critical thinking.

The university's beautiful and historic campus is located downtown in Milledgeville, Georgia, a charming, diverse college town of approximately 19,000 residents in Central Georgia, and only 90 miles southeast of Atlanta. Milledgeville is also the home of noted American author and alumna, Flannery O'Connor, '45, and the college community enjoys many exciting literary arts programs at O'Connor's former home, Andalusia, now owned by the university. Milledgeville is located on the banks of beautiful Lake Sinclair and Lake

Oconee, allowing faculty, staff and students to take full advantage of the environmental and recreational benefits of being part of a lake community. For cultural, educational and leisure opportunities beyond Milledgeville - Macon and Atlanta are located within easy driving distances.

Georgia College & State University is committed to protecting academic freedom in addition to supporting the freedom of expression as outlined in the University System of Georgia's [Freedom of Expression and Academic Freedom](#) policy and its [Ethics Code of Conduct](#). For more information, visit us online at [gcsu.edu](http://gcsu.edu).

### **Job Summary**

Working collaboratively with the faculty in the department, the Chair is responsible for providing administrative leadership for the department and for implementing the department's and school's/college's goals, giving special attention to the objectives for the academic programs of the department. The chair provides leadership for the department and works collaboratively with the faculty in the department, participates in the development of school/college and university policies.

### **Responsibilities**

#### **Department Chair - 60**

Implementation of a Department mission including short- and long-term plans based on The University's Vision Statement and Goals and the missions of the School/College. Responsibility for the recruitment, orientation and advisement of students, staff and faculty in collaboration with the faculty, including an assessment and recommendation of faculty candidates.

Administration of faculty and staff development programs, and recommendations regarding faculty reappointment, tenure, and promotion.

Administrative responsibility in staffing classes along with the scheduling and collaborating with department faculty in planning the schedule.

The department chair is expected to teach a half-load (12 contact hours) during the academic year. -60%

#### **Supervision - 20**

Supervision of all employees in the Department including administration of performance evaluations.

Participation in a program review for evaluation of existing degree, accreditation, certification, and other academic programs and to include development of new programs and implementation of improved programs to enhance the quality of instruction, academic

programs, and research.

Management of School/College facilities and equipment in a manner that promotes quality learning in classroom and laboratories, where applicable.

Support of graduates in their efforts to secure employment or gain admission to graduate or professional schools. -20%

### **Administration - 20**

Administration of the departmental budget and collaborating with the department faculty in the planning of the budget.

Service as the Department's representative and liaison with other University offices and departments.

Service on elected and appointed committees and acceptance of other duties as assigned by the Dean. -20%

### **Required Qualifications**

#### **Educational Requirements**

Ph.D. in discipline represented in the department

#### **Other Required Qualifications**

Full Professor or eligible for Full Professor and Tenure upon hire

Must meet SACSCOC accreditation requirements stated in C.S. 3.7.1

([www.sacscoc.org](http://www.sacscoc.org) (faculty credentials))

#### **Required Experience**

Eight (8) years of teaching experience at the university level

Recognized scholar with active research records in respective discipline

Three (3) years of administrative experience, often as a program director or committee chair

#### **Preferred Qualifications**

##### **Preferred Experience**

Ten (10) or more years of teaching experience at the university level

Five (5) years of administrative experience

## **Required Documents to Attach**

- Cover Letter
- Resume/Curriculum Vita
- List of References
- Leadership Philosophy
- Unofficial Transcripts

## **USG Core Values**

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line

at [https://www.usg.edu/policymanual/section8/C224/#p8.2.18\\_personnel\\_conduct](https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct).

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line

at <https://www.usg.edu/policymanual/section6/C2653>.

## **Equal Employment Opportunity**

Georgia College & State University (GCSU) is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee. No person shall, on the grounds of race, color, sex (including pregnancy, sexual orientation, and gender identity), religion, national origin, age, disability, veteran status, or genetic information, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by GCSU.

Georgia College & State University is a national award-winning institution in areas of student success and achievement. It strives to achieve excellence in the composition of its community, educational programs, university policies, research and scholarship, campus life, employment practices, extracurricular activities, and community outreach. It is a priority of the university to be a welcoming and inclusive environment so that its campus culture will enhance the ability of its community members to succeed in their endeavors,

to be respected as individuals, and to feel a sense of belonging. Please visit Equal Employment Opportunity for more information.

**Other Information**

This is a supervisory position.

This position has financial responsibilities.

This role is considered a position of trust.

**Background Check**

- Criminal Background Check
- Education Verification
- Credit Check