

Department Head - Social Foundations and Leadership Education

Job Summary

The University of North Georgia is currently accepting applications for Department Head for Social Foundations and Leadership Education, College of Education on the Dahlonega campus. The department head is responsible for the quality of the instruction, research, and programs conducted in the department and has general direction over the work of the department. Working with members of the leadership team, the head formulates and recommends proposed policies for the department and presents them to faculty of the department for consideration, administers the rules and regulations enacted by the faculty of the department, and is charged with the responsibility for the execution of departmental, institutional, and system-level policies insofar as they affect the work of the department. The department head provides appropriate opportunities and forums for faculty to express ideas freely, have productive discussions, and participate in departmental affairs. Moreover, the head provides leadership for the faculty in developing strong, attractive curricula that are pedagogically sound, using resources efficiently, utilizing robust methods for assessing instructional programs, and ensuring quality and standards for submission of departmental initiatives to other units within shared governance (e.g. course, curriculum and program development, grant submissions, marketing, assessment). The department head works with faculty on promotion and tenure, professional development, and evaluation; manages personnel issues; works with faculty on student issues; and manages the course schedule. They also work with our leadership team on recruitment and retention for graduate and undergraduate programs and work to enhance the departmental image and reputation of its programs on and off campus. In terms of retention, this department is key to our Core Experience for Students, which comprises our First Year Experience and a variety of student support services.

Job Responsibilities

- Manage/build the course schedule and faculty assignments each semester.
- Attend state meetings regarding accreditation and assessment as related to the individual programs in the department and share relevant information with

faculty. Collaborate with the Associate Dean of Assessment and Accreditation to continuously collect, monitor, track, analyze, and report on program performance data. Maintain an efficient system of records and reporting for the department and its programs.

- Collaborate with the Associate Dean of Student Support Services to monitor academic student program performance and handle student issues as they emerge.
- Manage faculty issues as they emerge, keep faculty informed, ensure faculty understand the Faculty Annual Review process, and conduct evaluations.
- Work with faculty on curricular review and development. Facilitate the process for new courses and programs and modifications, including the initial departmental voting process and submission of all documents to the College's Curriculum Committee and then the institution's curriculum management system.
- Consistently review and update the catalogue for the department's programs and courses.
- Post part-time and full-time positions as needed or available, charge hiring committees, and ensure faculty are trained to serve on search committees. Select mentors for new faculty and help with the onboarding process in terms of knowledge sharing and guidance for new faculty.
- Guide the Pre-Tenure, Promotion and Tenure, and Post-Tenure processes with faculty, including meeting with faculty in preparation, writing letters for all portfolios, and facilitating the selection of the departmental committee.
- Collaborate with the Associate Dean of Faculty Affairs and Community Engagement to provide professional development and workshop opportunities for faculty in the areas of service, scholarship, and teaching. Encourage faculty participation in regular service events, including New Student Orientation, Transfer Student Orientation, Open House, Teacher Signing Events, and other events as needed.
- Work with faculty and the Associate Dean of Faculty Affairs and Community Engagement to develop departmental guidelines, procedures, and policies in addition to those currently listed for all UNG employees in the Faculty Handbook.
- Work in collaboration with the Associate Dean of Faculty Affairs and Community Engagement and faculty on recruitment of students and the overall recruitment plan for each department and program.
- Work on web page development and continued maintenance for web pages for the department and programs within the department.
- Manage general communication and dissemination of information to students, faculty, and staff. Hold regular departmental meetings for faculty.
- Participate in leadership meetings with the Dean and represent the department at other on-campus meetings, including Academic Affairs and department head meetings.

Job Requirements

- Doctorate in Education, research, or related field required.
- Experience with CRM platforms/software for scheduling and communications.
- Experience with K12 education and partnerships.
- Experience teaching courses at the college level in online, hybrid, and face-to-face modalities.
- Record of scholarly activity.
- Experience with accreditation.
- Prior leadership experience, including experience with supervision.

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.

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

The University of North Georgia, a unit of the University System of Georgia, is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, color, gender, sex or national origin, age, disability, religion, genetics or veteran status. Georgia is an open records state. Also, UNG is a federal contractor and desires priority referrals of protected veterans.

View and apply for this job at:

https://careers.hprod.onehcm.usg.edu/psp/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=53000&JobOpeningId=290246&PostingSeq=1

