

About Jacksonville State University

Founded in 1883, Jacksonville State University, also known as Jax State, is a learning-centered comprehensive public university in Jacksonville, Ala., committed to providing distinctive educational, cultural and social experiences for a diverse student population.

Jax State is recognized as a top-tier regional University, climbing steadily in the *U.S. News & World Report* Best Colleges Rankings over the past four years. It is ranked #55 among Best Regional Universities in the South and #25 among Best Public Universities in the South for 2025. The University is also a top producer of Fulbright Scholars, recognized by the U.S. Department of State's Bureau of Educational and Cultural Affairs.

Jax State, known as "the friendliest campus in the South," offers a diverse and comprehensive range of academic programs designed to prepare students for successful careers and lifelong learning. The university provides 46 undergraduate degree programs, 12 undergraduate microcredentials and certificates, 64 master's programs, three doctoral programs, seven Educational Specialist (EdS) programs and 15 graduate certificate programs and microcredentials. Many of these programs are available entirely online, offering flexibility to accommodate students' schedules and learning preferences. The University maintains a student-to-faculty ratio of 18:1, ensuring personalized instruction and mentorship in a supportive learning environment.

With one of the highest percentages of accredited programs among universities nationwide, Jax State is committed to academic excellence and student success. Reinforcing its dedication to high academic standards, Jax State received a 10-year reaffirmation of accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 2024. This distinction demonstrates the University's commitment to institutional integrity, academic quality and continuous improvement in higher education.

About the Professional Counseling & Leadership Department

The mission of the **Professional Counseling & Leadership Department** is to provide students with instruction related to knowledge, skills and dispositions of the specific area of their major. A strong commitment to instructional technology and school improvement is recognized by all faculty members in the department. Graduate programs are offered in Counselor Education (traditional face-to-face with some online content); Instructional Leadership (online); and Educational Leadership Ed.D. (online with residency requirements).

The department is part of the **College of Education and Professional Studies**, which proudly serves the citizens of northeast Alabama, the southeast and the nation through its traditional and online programs of study. Teachers and other

school personnel prepared at the baccalaureate, master's, educational specialist and doctoral levels develop an extensive knowledge and skill-based education appropriate for the level of certification. Developing initial and advanced education candidates into effective, reflective, creative decision makers is the fundamental goal. The College's theme is "Reaching a World Class Standard!", which means all teacher education graduates should be able to go anywhere in the world and positively impact student learning. Additionally, dietitians, nutritionists, fashion designers and others are as equally prepared for success in their fields.

One measure of a "world class standard" is the national accreditation status that has been earned. Accrediting bodies include SACS, CAEP (formerly NCATE), ACEND, AAFCS and CACREP.

SECTION 2 About the Position

Jacksonville State University invites applications and nominations for the position of Department Head for Professional Counseling and Leadership beginning no later than August 1 2025.

The Department Head for Professional Counseling and Leadership (Programs: School Counseling, Clinical Mental Health Counseling, Instructional Leadership and Educational Leadership) is the educational and administrative head of the department and shall report directly to the Dean of the College of Education and Professional Studies, who is responsible to the Provost and Vice President of Academic Affairs for the successful management of the department. The Department Head is responsible for supporting and advancing the allied missions of the Department, College, academic and other programs, and for enforcing University and departmental policies and procedures. The Department Head will articulate a shared vision that defines the Department's standard of excellence, the directions of growth for the Department, and the programmatic and interdisciplinary connections that are possible across the University.

ESSENTIAL RESPONSIBILITIES

Department Leadership

- Work with faculty, students and staff to establish and maintain a long-term vision for the Department that is consistent with the departmental, College and University missions
- Assess Department's progress in meeting goals
- Make recommendations regarding departmental programs, policies, procedures and practices

- Ensure departmental compliance with College, University, state and national rules and regulations

Department Curriculum

- Coordinate the development of classes from conceptualization to approval by College and University curriculum committees
- Complete scheduled comprehensive program reviews
- Complete program and course assessments
- Communicate and collaborate with program coordinators as appropriate
- Communicate and collaborate with other entities across campus regarding the curriculum
- Coordinate the submission of reports required by accreditation and sanctioning agencies including the Southern Association for the Accreditation of Colleges and Schools (SACS), Board of Trustees (BOT) and professional accreditation organizations related to the Department and College
- Initiate new academic programs and projects when appropriate

Department Operations

- Manage daily operations of the Department
- Develop and submit class schedules
- Review and revise the University catalog regarding matters related to departmental requirements and schedules
- Monitor course registrations and make appropriate adjustments in course schedules and instructor assignments in cooperation with the Dean's Office
- Review and approve/deny grade change requests
- Coordinate implementation of academic policies and regulations
- Communicate departmental activities and concerns to the Dean's Office and to the larger campus
- Communicate University and College activities and concerns to the departmental membership
- Communicate policies of state and national agencies regarding academic policy matters, legislation, regulations and requirements to Department
- As the programs in this Department are primarily online/remote, a flexible on-campus schedule may be considered

Budgeting

- Manage resources for the advancement of departmental and program vision and mission
- Develop and regularly monitor the departmental budget
- Review and approve requests for funding for departmental projects

- Review and approve departmental expenditures in compliance with College, University and state fiscal practices

Personnel

- Administer the hiring and recruitment of full-time and part-time faculty
- Evaluate full-time and part time faculty, to include conducting Annual Performance Reviews
- As part of the Annual Review process, guide faculty in the construction of a professional development plan (PDP) outlining goals in teaching, scholarship and service
- Evaluate all promotion, tenure and post-tenure applications
- Review and recommend, as appropriate, Department faculty development awards and grants to the Dean
- Coordinate and approve faculty travel and reimbursement of travel expenses
- Recommend compensation increases, as appropriate, for Department personnel based on evaluation and contribution to Department, College, University and community in the areas of teaching, scholarship and service
- Serve as appropriate in appeals process regarding faculty and staff grievances
- Recruit, appoint, supervise and evaluate staff members
- Coordinate course load scheduling to include flexible scheduling to meet the demands of the program while also facilitating faculty research and writing opportunities
- Cooperate with Human Resources on faculty and staff issues related to claims of harassment, requests for Family Medical Leave, disability and illness, and other similar issues

Students

- Coordinate student advisement and review of degree progress documents
- Evaluate student transfer credit
- Review student appeals
- Meet with students, as appropriate, regarding concerns about classes, faculty and policies
- Cooperate with the Office of Disability Resources on issues related to accommodations for students
- Review and recommend requests and applications for student travel
- Coordinate departmental/program recruitment/retention activities with faculty and Admissions/Enrollment Management staff
- Coordinate departmental participation in Student Recruitment Events
- Coordinate departmental participation in orientation/registration of new students
- Review and approve/deny course override requests
- Review and approve/deny requests for transient credit

Management and Department Recordkeeping

- Supervise the maintenance of departmental records in compliance with University policy
- Ensure that departmental documents and websites are regularly updated

Meetings

- Schedule and lead Department meetings
- Serve on departmental, College and University committees

Faculty Responsibilities

- Teach at least two classes per semester and one course each summer, as appropriate for the size and scope of the Department
- Participate in research and scholarly activities in the discipline
- Participate and assist Department faculty in University and community service activities as appropriate

Knowledge, Skills & Abilities

Must have knowledge of programs within the Department in terms of requirements, policy, procedure, operation and management. Accreditation requirements generally and specifically those that apply to the Southern Association for the Accreditation of Colleges and Schools (SACS), Council for the Accreditation of Education Preparation (CARP) and Council for Accreditation of Counseling and Related Educational Programs (CACREP). Documented performance in the areas of teaching, scholarship and service.

Minimum Education and Experience

- Earned doctorate in one of the following: Educational Leadership, Counselor Education and Supervision, Curriculum and Instruction, Higher Education Administration, Education Policy, Teaching and Learning, or a related field
- Minimum of one year of administrative experience such as department head, assistant department head, director, assistant director, program leader/coordinator, P-12 administration or similar responsibility
- Accomplishments sufficient to meet the requirements of the rank of Associate Professor or Professor at JSU in teaching, service and scholarly publications
- Record of leadership experience within the profession or the University; evidence of successful teaching in higher education
- Excellent communication and human relation skills

Preferred experience will include success in administration of programs in higher education to include strategic planning, budgeting, operations and collaboration with colleagues. In addition, preference may be given to applicants with experience as an instructor and administrator of online, graduate and doctoral programs. Knowledge of and experience administrating the Council for Accreditation of Counseling & Related Educational Programs (CACREP) accredited program is also preferred.

To view this position, visit <https://www.highereducationleadershipsearch.com/current-searches/>.

To apply for this position, visit <https://www.highereducationleadershipsearch.com/candidate-portal-form>.

To nominate someone for this position, e-mail:
nominations@highereducationleadershipsearch.com

Bill Meehan, Ed.D. will be assisting Jacksonville State University with the search. If you have questions or would like to have a confidential conversation about the position, call 256-239-2305 or e-mail billmeehan@highereducationleadershipsearch.com

Jacksonville State University is an Equal Opportunity Employer and specifically invites applications from women, minorities, veterans and people with disabilities.

Candidates for this position will be considered through April 13, 2025