



Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

JOB VACANCY: Chairperson, Associate/Professor of Chemistry and Physics (Tenure Track)

DEPARTMENT: School of Arts & Sciences

REPORTS TO: Dean, School of Arts and Sciences

EFFECTIVE DATE: August 2020

EMPLOYMENT STATUS: Full-time

EXEMPTION STATUS: Salaried; Exempt

PRINCIPAL PURPOSE OF JOB: Lead the Department of Chemistry and Physics, teach six hours of chemistry courses per semester, conduct research and lead the department in implementing the University's vision for excellence in teaching, research and service.

SCOPE OF RESPONSIBILITY: Provide departmental leadership to support operational functions, maintain up-to-date curriculum, encourage faculty and student research, support activities for community engagement, improve infrastructure and stimulate growth of the department.

ESSENTIAL JOB FUNCTIONS:

- Teach 6 hours of chemistry courses per semester
- Conduct research
- Actively engage in fundraising efforts
- Support and engage in efforts to increase external departmental funding
- Support and engage in ongoing efforts to improve departmental infrastructure
- Foster an inclusive environment of collegiality and professional growth for faculty and staff
- Foster mutually beneficial collaborative relationships on and off campus
- Actively lead strategic growth initiatives within the Department as a part of the University strategic vision
- Lead the effort to acquire and maintain professional accreditation for the Department
- Ensure compliance with applicable University, State, and Federal regulations
- Coordinate and oversee an active funded research program involving undergraduate students
- Engage Department Alumni to build resources for enhanced student success and growth
- Hire qualified faculty as needed and efficiently manage department budget

OTHER DUTIES:

- Conduct regular Departmental meetings
- Form committees and teams
- Manage special projects and initiatives
- Respond to student inquiries
- Participate in University initiatives and attend required University meetings
- Other related duties as assigned

QUALIFICATIONS:

- Ph.D. in relevant Chemistry Discipline
- At least seven years of teaching and research experience at the University level with demonstrated past performance
- Demonstrated effectiveness in fundraising and project management
- Demonstrated effectiveness in Department Chair role is preferred

Apply Online: <https://jobopps.alcorn.edu/>

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Equal Employment Opportunity and Notice of Non-Discrimination

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