



MISSISSIPPI STATE UNIVERSITY

Employment Opportunity: Department Head/Professor

Department of Leadership and Foundations

Position Function

The Department Head provides academic and administrative leadership for a department of 17 faculty and staff and more than 350 students. In addition to providing quality service to the clientele of the department, the Department Head is responsible for budgetary actions, program development, and personnel management and evaluation. The Department Head will promote a positive environment which stimulates teaching, research, and service. The primary goals of the Department Head are to provide leadership for departmental programs and to assist faculty in meeting goals associated with instruction, scholarly activities, and service.

Faculty support: Recruit and retain a diverse faculty from peer institutions across the country; coordinate and evaluate faculty workload; mentor faculty through the promotion and tenure process; evaluate faculty performance for promotion, tenure, salary increases, and dismissals; support continuing professional development of faculty.

Departmental operation: Collaborate with faculty in developing long-range plans and goals; monitor academic program offerings; ensure that university policies and procedures are implemented as they relate to the department and to the clientele it serves; collaborate with faculty in determining departmental strengths, weaknesses, and changes that are needed; manage the department budget and develop a revenue-generating plan; maintain facilities and equipment to support faculty and departmental goals; determine office and space allocations.

Duties and Responsibilities

Communication: Conduct monthly departmental meetings; meet with the Dean to represent the interests of the department; assist with data collections for departmental reports, self-studies, etc.

Other: Coordinate advising of students; oversee graduate programs; advise students with curriculum problems; teach according to College of Education policy; participate in professional development activities; participate in professional organizations; perform other duties as assigned.

Minimum Qualifications

An earned doctorate with appropriate experience in one of the department's areas of specialization (Educational Leadership, Community College Leadership, and Foundations) from an accredited university or college; a record of excellence in teaching, scholarly achievement in research, and recognized professional service at the national level; the ability to communicate and work effectively with others; a commitment to working with a diverse population of students and faculty; and familiarity with accreditation standards and processes. The selected candidate must also have an understanding of all disciplines and methods of inquiry represented in the department and must qualify for tenure and the rank of professor of Leadership and Foundations.

Preferred Qualifications

A demonstrated record of administrative experience at the program director level or above; success in securing and administering external funding; experience in online program delivery; membership and leadership in applicable professional societies.

Instructions for Applying

Interested applicants must submit the online Personal Data Information form at www.jobs.msstate.edu. Submit a cover letter of application, curriculum vitae; official or unofficial transcripts; three letters of recommendation; and the names, mailing addresses, email addresses, and telephone numbers of three additional references to:

Dr. Connie Forde, Search Committee Chair, Department of Instructional Systems and Workforce Development, Mississippi State University, P.O. Box 9730, Mississippi State, MS 39762.

The search committee will begin review of applications on **February 3, 2014**, continuing until a candidate is selected.

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, group affiliation, or veteran status.

Mississippi State University

Ranked in the nation's 100 Best Buy Colleges by Forbes magazine, Mississippi State University is the largest university in the state, enrolling more than 20,000 students. Athletic action is prominent, with the baseball team finishing second in the nation in 2013. The College of Education is home to the Education Policy Fellowship Program for Mississippi, which is affiliated with the national Institute for Educational Leadership. For more information, visit our website at www.msstate.edu.

College of Education

The College of Education continually prepares highly qualified administrators, teachers, counselors, and supervisors. The College is made up of six different departments including Counseling and Educational Psychology; Curriculum, Instruction, and Special Education; Instructional Systems and Workforce Development; Kinesiology; Leadership and Foundations; and Music. The College of Education at MSU has been NCATE-accredited since 1961. Visit the College of Education website at www.educ.msstate.edu for more information.

Department of Leadership and Foundations

The Department of Leadership and Foundations provides instructional programs that prepare not only teachers, but also administrators and other professionals to take on leadership roles in P-12 schools, community colleges, workforce environments, among other educational settings. Six unique graduate programs are offered by this department including a Master of Science in School Administration, Master of Arts in Community College Education, Master of Science in Workforce Education Leadership, Educational Specialist Degree in Education with a Concentration in School Administration, Ph.D. in Elementary, Middle, and Secondary Education Administration, and Ph.D. in Community College Leadership. The main emphasis of the department is to focus on research and service as well as teaching. To find out more about the Department of Leadership and Foundations, visit their website at www.leadershipandfoundations.msstate.edu.

Starkville, Mississippi

Better known as Mississippi's College Town, Starkville offers a variety of housing options and styles, numerous outlets to enjoy the great outdoors, and both public and private educational opportunities. With a population of just under 25,000, Mississippi's Healthiest Town was ranked 3rd as a "university town that has its act together" by Southern Business and Development for the southern U.S. region. In 2006, CNN recognized Starkville as one of the most affordable college towns in the nation. To read more, visit the official website of Starkville, MS at www.cityofstarkville.org.