**SAGU’s Department of Business is seeking leadership for the 2018-2019 academic year.**

This position requires a person of high integrity, proven field experience, earned academic qualifications at the doctoral level and vision for growth. The Department Chair role includes responsibilities of personnel and program leadership at the graduate and undergraduate levels, recruitment and development of qualified faculty and students, team building and instructional involvement. Furthermore, the Department Chair must have capacities to network well with ministry officials and various leaders within and beyond the Assemblies of God, the University and the community. The Department Chair must embody the core values of the University, demonstrate leadership in Pentecostal theology and practice, and serve as a model for faculty and students academically, relationally, and spiritually. The Department Chair must be skilled in financial management, clear in written and oral communication, able to effectively engage in assessment activities, and possess an entrepreneurial attitude toward the academic program, the community, and missions outreach

The SAGU business program holds program accreditation with IACBE. The Department Chair will provide vigorous leadership to maintain this status.

SAGU’s business program encompasses the following degrees and specializations:

Bachelor’s- Business Administration, Accounting, Marketing, International, Human Resources, Management, Sport Management

Master’s- MBA, Master of Organizational Leadership (multi-disciplinary)

Should you have an interest in applying or have an individual to recommend, please notify in writing or by email Dean Sue Taylor, College of Business and Education byMarch23, 2018. A full job description isattached for serious candidates.

Sue Taylor:  [staylor@sagu.edu](mailto:staylor@sagu.edu)

974.825.4820 ofc

Department Chair

Primary Function

A Department Chair is a faculty member who manages and promotes the curriculum, instruction, and faculty within a department, and exercises spiritual leadership with staff and students.

Major Responsibilities

* Includes the basic responsibilities of full time faculty (see FT faculty job description).
* Teaching/Learning Leadership. An instructional load of 21 semester hours per academic year is the target schedule for instruction. The course schedule will typically be balanced 4/3 (4 sections fall; 3 sections spring), but upon occasion a schedule may be configured as 3/4. Courses may be scheduled during day or night hours, or Saturdays. Courses may also be assigned for delivery in either an on-campus mode or a distance education mode. Additionally the University retains the right to assign overload sections of instruction for an additional stipend determined each year.
* Ensures that faculty design fitting student learning outcomes for each course, produce syllabi as per the institutional model, submit new textbooks for review before ordering, provide quality educational experiences for students that is characterized by currency, harmony with Assemblies of God doctrine and supported biblical integration across all disciplines.
* Participates fully in the processes of Institutional Effectiveness, actively facilitates the completion of the Assessment Record, and ensures the successful collection of data useful to the purposes of institutional research and student achievement.
* Provides full curricular direction and instructional leadership (all modes and levels).
* Provides spiritual inspiration and oversight of departmental faculty (full time, distance education and adjunct instructors), ensuring regular connection and communication with special attention to adjunct and distance education instructors.
* Participates in exemplary fashion in in-service activities, and called meetings for distance education, graduate studies, the College, and any other committees to which assigned.
* Implements the program of faculty evaluation according to University policy providing appropriate orientation to University processes and goals, and fostering a constructive climate to engender confidence in those evaluated.
* Plans for and presides at departmental meetings (minimum 4 per semester).
* Presents feedback regarding academic policies and procedures and prepares reports as requested.
* Provides timely and quality communication to the Dean concerning departmental issues.
* Ensures a high quality of student advising and engages in student recruitment efforts
* Assists Dean in developing and monitoring departmental budgets, strategic plans, course offerings and course assignments.
* Assists in promotion of academic programs and the development of supportive learning resources and spiritual formation.
* Recruits and develops qualified faculty into a team of outstanding educators.
* Promotes an environment of collegiality within the Department and the University.
* Provides helpful consultation to the School of Distance Education and the School of Graduate Studies.
* Keeps current with trends and best practices in the field.

Qualifications

* Faith, service and lifestyle that meets University expectations. (See IPM General Information sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards.:” See IPM Staff Handbook: “Employee Code of Conduct.” See IPM Faculty Handbook sections: “Academic Freedom & Responsibility,” “Biblical Integration,” “Professional Credentials,” “Democracy & Loyalty,” “Denominational Affiliation”) Academic qualifications commensurate with accreditation criteria.
* Academic qualifications commensurate with accreditation criteria.
* Demonstrated academic supervisory and facilitating skills.
* Comprehensive knowledge of University Catalog, Student Handbook and Institutional Policy Manual.
* Ability to work harmoniously with faculty, staff, administration, and students.
* Established teaching abilities.

Organizational Relationships

* Reports to and is accountable to the College Dean and the Vice President for Academics.
* Academic instructional and management position. Manages academic program coordinators and faculty in their respective departments.