

Position: [Name of Department] Department Chair

Reports to: Provost

Position Summary:

Provides administrative and academic leadership for the department in collaboration with faculty and staff

Minimum Qualifications:

1. Doctoral degree in specialization congruent with department programs.
2. Must qualify for the rank of Professor.
3. Excellent leadership and managerial skills and the capacity to supervise and lead a faculty team.
4. Record of excellence in teaching and artistic or scholarly activity.
5. Previous experience in management is preferred.

Responsibilities:

- ┌ Implement departmental mission and goals through strategic planning.
- ┌ Lead policy development, program and curriculum development and student learning outcomes assessment.
- ┌ Recruit and advise students.
- ┌ Schedule and staff classes.
- ┌ Lead faculty and staff recruitment, development and orientation.
- ┌ Recommend faculty for tenure and promotion.
- ┌ Supervise departmental employees and administer performance evaluations.
- ┌ Maintain disciplinary accreditations and certification as applicable.
- ┌ Develop and manage departmental budgets and oversee facility and equipment.
- ┌ Lead departmental fundraising activities.
- ┌ Represent the department to various Conservatory offices.
- ┌ Serve on the elected and appointed committees.
- ┌ Perform any other duties as assigned by the Provost.