

**Position Available 06/01/24**  
**Department Chairperson**  
**Department of Leadership and Teacher Education**

**THE DEPARTMENT OF LEADERSHIP AND TEACHER EDUCATION (LTE)** in the College of Education and Professional Studies at the University of South Alabama is seeking applicants for a full-time Department Chairperson. Applicants must have an earned doctorate and be eligible for a tenure track appointment at the level of Associate or Full Professor in one of the disciplines represented within the Department.

**THE UNIVERSITY OF SOUTH ALABAMA** is a diverse and vibrant public university that is making a difference in the lives of the people of Alabama and the nation through teaching, research, service and health care. The University offers a wide range of high-quality undergraduate and graduate academic programs to nearly 14,000 students. Located in Mobile, Alabama, USA is the only major public institution of higher learning on the upper Gulf Coast and is the fastest growing university in the State.

**THE COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES** is one of nine colleges and schools of the University of South Alabama. Founded on February 1, 1967, the college serves approximately 1,700 graduate and undergraduate students. With a total annual budget exceeding 14 million dollars, the College is able to support a broad array of degree programs. The College is nationally accredited by the Council for the Accreditation of Educator Preparation, with programs accredited by the Alabama State Department of Education, the American Psychological Association, and the Council for Accreditation of Counseling and Related Educational Programs.

**THE DEPARTMENT OF LTE** currently has 12 full-time tenured faculty, 2 tenure track faculty and 5 non-tenure track instructional faculty and 2 staff members providing instruction and training for undergraduate and graduate students to prepare them for professional responsibilities in P-12 schools and educational settings. The Department offers certification and non-certification programs in Educational Leadership at the master's, specialist, and doctoral levels. Undergraduate programs include specialization in Educational Studies, Early Childhood, Elementary, Secondary, and Special Education. The Department also offers graduate programs in Elementary, Early Childhood, Reading, Secondary, Special Education, English for Speakers of Other Languages, and Teacher Leader.

**RESPONSIBILITIES:** The department chair is the chief administrator of the department and shall be responsible for the academic, personnel, financial, and administrative needs of the department. The department chair is responsible for the general direction and supervision of the department, reporting to the dean of the College. The department chair is responsible for:

- planning, recruiting, and recommending the appointment of faculty members;
- evaluating annually, and as directed, the performance of departmental faculty and making recommendations with respect to salaries, promotion, tenure, and retention;
- measuring and reporting student learning outcomes to continuously improve each program within the department;
- leading the departmental development of strategic plans and assessments as outlined by the College, University, and external accrediting bodies;
- planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed;
- recommending departmental class schedules, semester and annually;
- planning and recommending departmental space needs;
- developing and supervising a departmental protocol for advising students;

- recommending annual budget requests, and after appropriations, supervising expenditures;
- serving as custodian of all instructional property assigned to the department, including receipt, assignment, and eventual disposition;
- performing other duties as assigned by the dean, including special projects.

**REQUIRED QUALIFICATIONS** include: Doctoral degree and eligibility for membership in one of the disciplines represented within the Department; a vision for professional educator preparation; a strong record of scholarly activity, including refereed publications and/or external funding; successful teaching and advising at the graduate level; previous administrative experience; demonstrated commitment to diversity and promoting equitable outcomes among faculty and students; demonstrated ability to work collaboratively with other units on campus as well as school, business, and community partners; excellent administrative, organizational, and interpersonal skills.

**DESIRED QUALIFICATIONS** include: Preference will be given to candidates who have experience in leading faculty to develop and implement an educational vision; developing a departmental capacity for research and external funding; building consensus through shared governance; working collaboratively with other departments, schools, colleges, universities, and community partners; mentoring faculty; being an active leader in national and international professional organizations; and utilizing technology for communicating, providing instruction, and office management. **APPLICATION** materials must include a) a letter of interest addressed to the qualifications of the applicant to fulfill the responsibilities of the position, including a vision for the department; b) a statement of personal leadership philosophy; c) a current curriculum vitae; and d) names, affiliation, and contact information for three references. These materials should be sent via email to Charlotte Rogers, Assistant to the Dean, College of Education & Professional Studies at [applyceps@southalabama.edu](mailto:applyceps@southalabama.edu). Please include "LTE Department Chairperson" in the subject line. Additional materials, including reference letters and official transcript(s) will be requested from applicants selected for interviews.

For full consideration, applicants must submit materials by **March 31, 2024**. Inquiries about the position should be directed to Dr. Rebecca Giles at [rgiles@southalabama.edu](mailto:rgiles@southalabama.edu) and (251) 380-2899.

**The University of South Alabama is an EO/AA employer and does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, gender identity and gender expression), religion, age, genetic information, disability, protected veteran status or any other applicable legally protected status.**