

**Job Area:** Department of Undergraduate Teacher Education, Orlean Bullard Beeson School of Education and Professional Studies, Samford University

**Job Title:** Chair, Department of Undergraduate Teacher Education and Professor (Rank to be determined by qualifications)

**Rank:** Chair and Professor (Rank to be determined by qualifications), 12-month position, tenure- track

**Qualifications:** Candidates must possess either a Ph.D. or an Ed.D. in a teacher education related field and have teaching experience for at least three years at the K-12 level. The candidate should be a visionary in relation to technology use, innovative programs, K-12 education and NCATE. Additionally, the candidate should be supportive of the university's Christian mission.

**Responsibilities:** To the department chair, the dean may delegate such responsibilities as deemed appropriate, including the following:

1. Working as a colleague with the faculty of the department to develop programs and curriculum which enable students, upon graduation, to fulfill requirements of state licensing agencies, and state and regional accrediting agencies, for certification within their various areas of specialization.
2. Supervising the work of departmental faculty and other personnel so that all programs of the department are implemented effectively according to department and university policies and guidelines.
3. Assigning faculty teaching loads, organizing class schedules with faculty input and managing the daily administrative needs of the department so that an effective learning environment is established.
4. Teaching courses, as may be needed to meet schedule and curricular needs.
5. Recruiting, according to university guidelines developed by the faculty and approved by the dean, qualified persons to fill faculty vacancies.
6. Recommending to the dean the hiring, promotion, or termination of faculty within the department.
7. Administering the programs of the department so that program standards are maintained and the general welfare of students and faculty and staff are protected.
8. Administering the budget of the department within guidelines set by the dean of the school.
9. Organizing and maintaining the facilities in which the department is housed and which students and faculty use on a daily basis so that the services of the schools are coordinated and the school plant maintained.

10. Working cooperatively with other departments/schools across the university as needed for the smooth operation of programs which serve students/faculty from other departments.
11. Conducting annual performance evaluations of all faculty and staff in the designated departments.
12. Updating departmental strategic plan, assessment report and technology plan on an annual basis.
13. Assuming other responsibilities related to the department as assigned by the dean of the school.

**General Information:** For further information please visit <http://education.samford.edu/>.

**Start Date:** June 2010 or as soon as possible thereafter

**Application deadline:** Review of applications will begin immediately and continue until the position is filled.

Applicants should submit a letter of application, curriculum vitae, and letters of recommendation to:

Dr. Leslie (Les) Sturdivant Ennis, School of Education and Professional Studies, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229.

**Phone:** 205-726-2451

**Email:** [lsennis@samford.edu](mailto:lsennis@samford.edu)

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