



ANNOUNCEMENT OF POSITION VACANCY

Department Head of Business

DEADLINE EXTENDED

SUMMARY: Reporting to the Vice President for Academic Affairs, the Department Head of Business directs and coordinates the activities of the Business Department. This position is responsible for general administration and oversight of all programs in the department including curriculum planning and implementation, budget planning, coordination, and the scheduling and supervision of faculty and staff in the Business programs. Provide leadership in the development of policy, procedures, and implementation of Business programs. The Department Head maintains a positive working relationship with University administration, faculty, staff, students, and represents the Department and University externally as assigned.

Some of the Department Head's **essential duties and responsibilities include:**

DEPARTMENTAL MANAGEMENT AND ADMINISTRATION

- Coordinate, with faculty, the development and implementation of short- and long-range departmental programs, plans, goals, and priorities
- Develop and maintain ongoing relationships within the community, fostering the programs responsiveness to community/employer needs.
- Maintain effective communication with both internal and external constituents.
- Develop and maintain the program relationship with the institutional administration, acting as liaison with other programs and departments within the institution as well as with organizations external to the University.
- Effectively advocate for the Department of Business.

INSTRUCTION AND CURRICULUM OVERSIGHT

- Effectively schedule classes to meet academic program requirements.
- Develop and coordinate the use of educational facilities and resources.
- Assist with the coordination of courses and programs designed to satisfy Colorado Mesa University's designation as a regional education provider.
- Coordinate, with faculty, the academic program reviews, and evaluation and assessment activities.
- Demonstrate leadership within the faculty for the development, implementation and evaluation of the curriculum and other program components.
- In conjunction with the faculty, develop appropriate curriculum, courses and programs.
- Monitor selection of appropriate pedagogical materials.
- Promote good teaching practices by developing and maintaining an environment conducive to the teaching/learning process and participating in activities that facilitate the professional expertise in the areas of administration and teaching.

FACULTY AND PERSONNEL MANAGEMENT

- Effectively allocate personnel to meet departmental and institutional responsibilities, including establishing teaching schedules and committee assignments.
- Objectively monitor and evaluate the job performance of faculty and staff.
- Recruit and recommend the selection of faculty and staff.
- Design and monitor professional development plans for faculty.
- Conduct performance reviews of faculty and participate in faculty promotion and retention.
- Recommend and coordinate the distribution of salary resources based on merit.
- Address and resolve conflict among faculty members.

- Fairly administer the distribution of available faculty development resources.

STUDENT MANAGEMENT

- Effectively resolve student concerns, complaints and grievances in accordance with established policies.
- Identify and advocate for services needed by students in the program.
- Effectively advise and counsel students in program plans.
- Effectively review and approve graduation petitions, by coordinating the development, evaluation and revisions for student admission, progressions, and retention and graduation policies within the policies of the institution.

BUDGET AND RESOURCE MANAGEMENT

- Effectively develop and administer the departmental budget.
- Manage department facilities and equipment, including maintenance and control of appropriate inventory.
- Maintain essential departmental records.

FACULTY RESPONSIBILITIES

- Teaching load of six credit hours in fall and spring semesters.
- Scholarly, advising, and service activities as appropriate.

REQUIRED EDUCATION and EXPERIENCE:

- An earned doctorate in Business or related field.
- Documented knowledge and skills related to teaching and methodology as well as curriculum development and evaluation.
- Five years of full-time teaching experience at a regionally-accredited institution of higher education.
- Three years of administrative experience.
- Preference given to applicants with experience in the accreditation of business programs.
- Candidates must possess qualifications and experience to merit appointment as an associate professor or professor.

This position requires the application of sound management skills, interpersonal skills, decision making, and judgment. Must have the ability to function in a team setting.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time faculty appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by October 30, 2015.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Department Head of Business Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

ABOUT COLORADO MESA UNIVERSITY: A comprehensive university in Grand Junction, CMU provides exceptional educational opportunities on a state-of-the-art campus. As western Colorado's largest university, CMU serves students on its main campus in Grand Junction, its satellite campus in Montrose, its community college, Western Colorado Community College, and via online offerings.

Colorado Mesa University serves as the primary intellectual and cultural center of western Colorado and promotes the exchange of ideas that are of regional, national and international importance. Founded in 1925, it's a dynamic university enrolling more than 9,500 students at the associate, baccalaureate and graduate levels.

With low student-to-teacher ratios, students have the opportunity to build one-on-one relationships with professors dedicated to providing tools to succeed in today's interconnected world. An education at CMU offers value through more than 60 programs that enable students to discover and pursue their dreams.

Our dedication to providing the highest quality education in a student-centered environment will guide the university into the future.

ABOUT GRAND JUNCTION: Nestled between mountains and high-desert canyons, the Grand Junction area is home to some of the best outdoor recreation in the country and enjoys 300 days of sunshine a year. West of the Rockies and 30 miles from the Utah border, the moderate climate provides year-round recreation activities, including hiking, biking, golf, fishing and skiing. The city and valley of approximately 144,000 is the economic hub of the region, located midway between Denver and Salt Lake City.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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