Position Title: Chair, Department of Political Science

Position Summary:

Georgia Regents University (http://www.gru.edu), a premier public research university and academic health center, announces a national search for a Chair, Department of Political Science. We welcome applications and nominations.

Reporting directly to the Dean, Pamplin College of Arts, Humanities, and Social Sciences, the Political Science Department Chair is an officer of the institution. Organizationally, the Chair provides vision, leadership, management, and support for faculty and curricula in the Political Science discipline in collaboration with the Dean. The Chair teaches in the instructional area and acts in cooperation with the Dean. This authority extends to those teachers, courses, and phases of administration operating under the auspices of the department. The chair is responsible for the leadership and efficient functioning of the department.

Responsibilities:

- Develops and implements a vision and strategic goals for the Political Science discipline that are aligned with the priorities and the strategic goals of the College.
- Manages day-to-day operations.
- Provides orientation, training, mentoring, support, supervision, and evaluation for full-time and adjunct faculty.
- Leads, develops, coordinates, assesses and supervises the delivery of courses and programs assigned to the area.
- Assesses and continually improves curricula, materials, and delivery, ensuring that state-of-the-art methods and materials are used, and that academic standards are upheld.
- Assesses and communicates professional development needs to the Dean; serves as a communications link between faculty and administration including the role as spokesman for faculty, staff, and students.
- Builds a student-centered schedule of course offerings for students, working collaboratively with all College Deans and Chairs, and Student Services staff.
- Coordinates the development and accomplishment of individual and group short and long term goals; addresses student and personnel matters.
- Manages department resources.
- Reviews and evaluates instructional materials, including syllabi and other documents.
- Assists the Dean in managing and evaluating FTE generation.
- Establishes, maintains, and promotes effective relations and communication with faculty, staff, college offices, professional organizations, and external agencies.
- Assists in the review, update, and documentation of processes, procedures and protocols.
- Recruits and retains students
- Builds strong relationships with other units and leaders
- Promotes excellence in teaching, service, and research
- Responds to student and faculty concerns and attempts to resolve such concerns
• Engages in, encourages, and assists departmental faculty with scholarly activities and development of quality curriculum and instruction
• Generates reports, including unit goal and assessment reports, and responds to data requests
• Works with the MPA Director to ensure the MPA Program retains its specialized accreditation through NASPAA.
• Performs other duties as assigned by the Dean.

Georgia Regents University (GRU) is seeking a dynamic and accomplished academic executive who can work effectively in a highly matrixed and relationship-driven culture. The Chair, Department of Political Science must be an experienced leader, with proven ability to think strategically and execute plans deliberately and with great success. This visionary leader will have effectively managed growth and process improvement in a complex and dispersed but system-oriented environment. He/she must embrace the GRU values and lead through respect, humility and intellectual curiosity.

This is an exciting time to join GRU as we have recently completed the consolidation of two universities and worked to better integrate our academic health center (AHC) to form the state’s fourth research university and only public AHC with a broad array of academic programs. GRU is one of four public research universities within the University System of Georgia with the only public medical college and the only dental college in the state. With the transformation, this is the perfect opportunity for the Chair, Department of Political Science to help lead the enterprise to even greater heights.

**Reporting Relationships**

**Reports to:** Dean, Pamplin College of Arts, Humanities, and Social Sciences

**Direct Reports:** Administrative Assistant
Departmental Faculty

**Relates to:** Other Department Chairs in the CAHSS / University

**Qualifications:**

- Earned terminal degree from an accredited institution
- Extensive higher education teaching experience, preferably at both graduate and undergraduate level.
- Knowledgeable of current student learning outcomes assessment and curriculum development.
- Exceptional oral, written, organizational, interpersonal and technical skills.
- Commitment to student-centered principles, customer-service orientation and understanding of and commitment to the unique role of the college.
- Understanding of the needs of first year and non-traditional students; ability to work as a team member; awareness of regional and global trends.
- Substantial demonstrated personal scholarly accomplishments and management experience.
Highly developed interpersonal skills leading to the ability to work well with individuals at all levels in the organization.

Outstanding communication skills and public speaking ability, including the ability to forge and reinforce effective relationships with external constituencies.

Strong task orientation and high level of energy.

Affinity with the overall mission of Georgia Regents University.

Strategic planning experience.

Ability to function effectively as part of the University’s leadership team.

Experience with, and an understanding and appreciation of the accreditation process.

In addition the Chair, Department of Political Science will have:

- Experience in developing strategic directions and crafting an effective yet efficient execution plan for a university in the 21st century;
- A demonstrated record of achievement in envisioning and realizing innovative educational programs at the highest level of excellence;
- Experience being a “leader of leaders”; working with deans and department heads to recruit and retain faculty;
- A strong and demonstrated commitment to diversity – among students, faculty, and staff as well as in scholarship and curriculum;
- Knowledge of critical and emerging issues in American higher education;
- Strong background in academic resource alignment and planning;
- A creative, entrepreneurial and flexible style in developing and accessing new ideas and a willingness to take informed risks and capitalize on opportunities;
- A collegial, collaborative approach combined with the ability to be a decisive leader;
- An ability to serve as a bold and energetic champion of the University establishing critical connections, internally and externally, to extend its reputation and achievements;
- The highest personal integrity and ethics, with a visible commitment to the mission and values of Georgia Regents University.

Other Personal Characteristics

- Strategic and future-oriented.
- Understands and drives to excellence.
- Effective, creative and a problem-solver.
- High visibility, both within the organization as well as outside the organization; a willingness to be a representative of Georgia Regents University in the community.
• Creative and flexible in developing and accessing new ideas and ways to evolve Georgia Regents University into the future.
• Proven ability to see the big picture but also dive into the details when necessary.
• Passionate, motivational leader able to craft an effective yet efficient plan and execute.
• Self-confident, likes a challenge, and is willing to take risks.
• The highest personal integrity and ethics, with a visible commitment to the mission of Georgia Regents University.

For additional information and/or to submit a nomination, contact:

Carolyn H. Burns, PHR
Interim Director, Talent Acquisition & Management
Assistant Director, Executive Search
executivesearch@gru.edu