Department Head & Full Professor - Marketing and Computer Information System

Tarleton State University
Stephenville, TX

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Type: Full-Time
Posted: 04/23/2024
Application Due: 06/22/2024
Category: Information Systems and Technology; +1

The College of Business is accepting applications from qualified candidates for the position of Department Head and Full Professor for the Department of Marketing and Computer Information Systems. Primarily responsible for the research/teaching/learning process and will also participate in the necessary operations of the institution. This is a 12-month, tenured appointment, where tenure upon arrival will be granted pending approval from The Texas A&M University System. This position is located on Tarleton's main campus in Stephenville, Texas. Work hours: Mon-Fri; 8 AM-5 PM or as work and teaching requirements indicate. Requires the ability to teach and/or work remotely at the University's discretion.

Essential Duties and Responsibilities :

50% Administration:

Leadership and Strategic Management

- Collaborates with department faculty and staff to establish a vision for the department in alignment with the overall vision of the college and the university.

- Works with other department heads, associate deans, and the college dean in the development and implementation of the strategic plan for the college, in collaboration with the faculty.

- Leads the development of a departmental strategic plan and work with the departmental colleagues to implement it.

Program Development and Teaching

- Collaborates within the college to develop doctoral program applications.

- Works with university partners to regularly perform market analysis to propose and develop various graduate and undergraduate programs, majors, minors, certificates, etc.

- Works collaboratively across the college and the university to develop new cross-disciplinary programs.

- Works with enrollment management and graduate admissions to market programs to increase enrollment.

- Maintains academic integrity and rigor of classes and programs.

- Encourages high quality teaching by supporting faculty to effectively deliver courses using various modalities, including cutting-edge technologies.

Administrative

- Recruits and retains exceptional scholars and teachers in the department.

- Collaboratively sets yearly goals and performs annual performance evaluations for faculty and staff.

- Performs mid-tenure reviews for tenure-track faculty.

- Performs tenure and promotion evaluations for department faculty.

- Maintains open lines of communication within the department and the college leadership.

- Maintains community engagement.

Budgeting

- Manages the department budget based on the college guidelines.

- Works with the accreditation manager to develop and maintain accreditation reports.

- Works with the university budget specialist for record keeping and university reporting.

Research

- Encourages and supports department faculty in maintaining an active research agenda and publications to meet individual faculty qualifications for AACSB accreditation.

- Encourages faculty for a collaborative mindset for cross-disciplinary research efforts across the university.

Student Support

- Ensures class offerings to meet student demand and degree progression.

- Supports student organizations within the department.

- Ensures an environment for student success, engagement and retention.

- Connects students with opportunities for career exploration.

<u>30% Teaching and Service:</u>

Develops, implements, and reviews effective teaching/learning processes, incorporating appropriate methodology, technology, and other tools; Remains current in discipline and updates course content when appropriate to reflect current levels of student knowledge in the discipline; Develops a system for ongoing evaluation of both teaching and learning, including expectations of student competency and student learning outcomes; Works in partnership with immediate supervisor through a formal system of evaluation of instruction to identify strengths and weaknesses and identify professional development activities to improve student learning. May be required to teach at other campuses or online. Maintains appropriate schedule of office hours for student access and inquiry; Works in partnership with student success personnel on student advising and orientation. Participates in institutional service roles such as but not limited to, college committees, club sponsorship, advisory committees, student/faculty recruitment, and mentoring of new and part-time faculty.

<u>20% Research:</u> You will be expected to remain an active scholar adhering to the Department of Marketing and Computer Information System expectations and Texas A&M System and University policy on tenure and promotion commensurate with your rank and as described in the College of Business tenure and promotion guidelines as well as maintain Scholarly Academic Status per AACSB guidelines.

<u>Minimum Requirements:</u>

- Earned doctorate/terminal degree in Information Systems or related field from an AACSB-accredited institution

- The successful candidate will be expected to demonstrate excellence and innovation in teaching and mentoring undergraduate and master's students

- Must take an active role in accreditation-related tasks and other institutional service activities

- Have a distinguished record of teaching, scholarship, and leadership that warrants a tenured faculty appointment at the rank of Full Professor

Preferred Requirements:

- Relevant professional experience
- Appropriate professional certification(s) in the field of study
- Leadership Experience with the AACSB accreditation process

Knowledge, Skills, and Abilities :Demonstrated ability in the discipline and showing clear promise of teaching excellence as evidenced in evaluation by peers, department head, and college dean. Documented yearly progress of professional achievement in teaching and service.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Application packets only accepted on-line at https://www.tarleton.edu/jobs. Documents

required: Completed online application, Cover Letter, Resume/CV, Three professional references with complete contact information, All Transcripts, if required for position (Unofficial will be accepted and are required with application. Official transcripts must be received directly from each degree-granting institution prior to a letter of appointment issued.)

Review of applications packets will begin immediately and continue until the position is filled.

A founding member of The Texas A&M University System, Tarleton transforms generations by inspiring discovery, leadership and inclusion through teaching and research. Degree programs for more than 15,000 students in Stephenville, Fort Worth, Waco, Midlothian, at A&M RELLIS at Bryan, and online emphasize real world learning that addresses regional needs while sustaining the values of excellence, integrity and respect.

Tarleton State University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer. As a member of The Texas A&M System, Tarleton will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity through The Texas A&M System.

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