Position: Faculty Chair of Fashion Design
Reports to: Academic Dean

Purpose: The Fashion Design Chair assumes primary academic and administrative responsibility for the courses in Fashion Design and the management of the department and Fashion Design faculty. The Chair leads the faculty in delivering an up-to-date, relevant curriculum to the students by connecting to the field, identifying trends, supporting the teaching of full-time faculty and hiring and engaging excellent adjunct faculty. The Chair leads the department to achieve educational and strategic outcomes and works collaboratively across the College.

Requirements:
- Advanced degree in a fashion-related field, terminal degree preferred.
- Demonstrable record of professional engagement and achievement in the fashion industry and with the promise of continued professional engagement and practice in the field.
- Ability, interest and commitment to teaching introductory and upper level undergraduate courses.
- College-level teaching, minimum of 5 years with 3 years full-time preferred.
- Ability to explicate a strong vision of the larger field of fashion and future trends in the industry and in higher education.
- Ability to guide innovative curriculum development and strengthen fashion industry contacts for internships and to the program.
- Possess strong academic administrative experience.
- Outstanding communication and leadership skills.

Responsibilities:
Each department chair shall support the mission of the College and to this end shall exercise leadership in her/his department and shall conduct the routine operation of departmental affairs. Her/his responsibilities shall include but not be limited to:

1. Budget:
   - In consultation with departmental faculty he/she shall recommend a budget to the Academic Vice President/Dean.
   - She/he will administer the expenditure of funds budgeted to the department and stay within the final approved operating budget and/or any revisions made during the year.
   - Assist in the supervision of academic facilities.

2. Communications:
   - Chair regular department meetings; scheduling, setting the agenda and maintaining records of these meetings.
   - Maintain a file of department records.
   - Represent the department on Academic Council relaying pertinent information back to the department faculty and thus acting in the capacity of a link between faculty and administration.

3. Curriculum:
   - In consultation with department faculty, she/he will prepare department objectives and descriptions for the College catalog; responsible for overseeing the implementation of the department curriculum.
   - Review the syllabi for all department courses.
   - Take a leadership role in Academic Programmatic Reviews
4. Faculty:
   • In consultation with the departmental faculty, he/she shall organize the search to recruit new faculty and make recommendations for hiring to the Academic Vice President/Dean.
   • Acquaint new faculty with the department and college mission, policies, standards, and procedures.
   • Participate in faculty reviews.
   • Prepare written recommendations and evaluations as required in the MFT contract or as requested by the Academic Vice President/Dean.

5. Schedule:
   • In consultation with department faculty she/he will recommend to the Academic Vice President/Dean faculty assignments to courses.
   • She/he will meet with Academic Vice President/Dean and Registrar to discuss recommendations regarding course schedules and faculty assignments.

6. Students:
   • Counseling and advising in academic matters including course of study.
   • Approving Independent Study, proposals, change of major
   • Has authority to waive credit requirements in departmental requirements (major courses.)
   • Career guidance for enrolled students
   • Referrals to appropriate staff for assistance.
   • Assisting with registration-related issues and transfer evaluations
   • Notifying and counseling students on department probation.
   • Evaluating and handling student complaints concerning departmental faculty, facilities and courses.

In addition, Chairs are currently responsible for recruitment activities such as but not limited to the following:
   • Participate in BFA enrollment meetings to collaborate with Admissions on strategies for stimulating enrollment.
   • Develop targeted events highlighting Departmental strengths that serve recruitment.
   • Participate in events organized by Admissions such as Open House, Sneak Peak, etc.
   • Work with Marketing and Communications in providing information on outside speakers, public events and noteworthy public interest news as well as content for the website and publications.

Further information about the position is available at [http://moore.edu/about-moore/employment-opportunities](http://moore.edu/about-moore/employment-opportunities)

The College complies with all applicable federal, state and local laws in which it operates. Moore does not discriminate based on a person’s race, creed, disability, sexual orientation, age, marital status or any other protected class.

**Dona Lantz, Academic Dean**
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