Position: Faculty Chair of Liberal Arts
Reports to: Academic Dean

Purpose: The Liberal Arts Chair assumes primary academic and administrative responsibility for the courses in the Liberal Arts department; the Art History, Curatorial Studies and Art Education majors; and the minors in Creative Writing and Business.

Requirements:
- Ph.D. or equivalent experience and professional standing in Art History, Visual /Cultural Anthropology, History or a Humanities/Literature field
- Demonstrates an active record of professional achievement; a promising record of scholarly research; and the potential for critical recognition in an area of scholarly pursuit.
- A minimum of five years college-level teaching experience, preferably with at least three years full-time
- Candidates must have a strong commitment to a Liberal Arts pedagogy and coherent vision for contemporary modes of multicultural discourse and emergent academic disciplines relevant in an art and design education.
- Demonstrate an understanding of how Liberal Arts and general education relate to the concerns of other art and design studio disciplines.
- Possess strong academic administrative experience with outstanding written and communication skills
- Must have demonstrable administrative experience as an academic leader

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.

Further information about the position is available at 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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