**Position:** Liberal Arts Chair  
**Reports to:** Academic Dean  
**Purpose:** The Liberal Arts Chair assumes primary academic and administrative responsibility for the courses in the Liberal Arts department; the majors in Art History, Curatorial Studies and Art Education; and the minors in Art History, Curatorial Studies and Business.

**Requirements:**
- PhD in non-western art history.
- Demonstrates evidence of scholarly/professional research and publication in the area of art history with an emphasis in non-western and with the promise of continued scholarly practice in the discipline.
- Ability, interest and commitment to teaching introductory and upper level course art history and art writing courses.
- Minimum of 3 years teaching experience at the college level.
- Demonstrable experience as Chair or area head within an academic department.
- Ability to explicate a strong and coherent vision for the disciplines within Liberal Arts and general education especially for undergraduate education in this area.
- Demonstrate an understanding of how Liberal Arts and general education relate to the concerns of other art and design studio disciplines.
- Indicate a developed understanding of teaching strategies that incorporate digital technologies and emerging learning-based pedagogies.
- Possess strong academic administrative experience.

**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.

4. Faculty:
   • In consultation with the departmental faculty, he/she shall 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:
   • Counsel and advise in academic matters including course of study.
   • Approve change of major and Independent Study proposals.
   • Authority to waive credit requirements in departmental requirements (major courses.)
   • Career counseling.
   • Referrals to appropriate staff for assistance.
   • Assist with pre-registration and registration.
   • Notify and counsel students on department probation.
   • Evaluate and handle student complaints concerning departmental faculty, facilities and
courses.

Working closely with the Academic Dean and Liberal Arts faculty he/she will:
   1. Evaluate and develop new curricula with departmental faculty including examining how the
term “non-western” might be re-approached and more fully integrate into the full Liberal
Arts curriculum.
   2. Generate initiatives to support teaching using technology across the Liberal Arts curriculum.
   3. Build critical and pedagogical links between Liberal Arts and other studio and academic
departments; and strengthening and enriching the curricular pathways within the first-year
program.