



## Faculty Position Job Description

**Position Title:** Department Chair, Department of Teacher Education and Associate or Full Professor in General or Special Education

**Position Tracking Number:** F215

**School/College:** School of Education

**Department:** Teacher Education

**Location:** Azusa, CA, with oversight of faculty at 5 regional campuses – High Desert (Victorville), Inland Empire (San Bernardino), Orange, Murrieta, and San Diego – and online.

### Description:

Azusa Pacific University is a doctoral-granting university committed to delivering quality academic programs in the context of Christian values and principles. The School of Education invites applications for the position of Chair, Department of Teacher Education, with the appointment to begin July 1 or August 1, 2016. The department consists of 25 fulltime faculty positions and 9 staff, as well as 125+ adjunct faculty, supervisors, and mentors. The department offers combination programs of credentials in multiple and single subject and mild-to-moderate and moderate-to-severe special education, coupled with master's in teaching or master's in digital teaching and learning as well as a stand-alone master's in educational technology. These programs are accredited by WASC (Western Association of Schools & Colleges), CCTC (California Commission on Teacher Credentialing), and NCATE (transitioning to CAEP). We are looking for an experienced academic leader who is fully committed to academic excellence and innovative program delivery and design. A demonstrated commitment to collaboration – internally within a University and with external K-12 partners – is essential. The position is largely administrative, with an expectation to teach two courses per year in one of the programs of the department.

### Responsibilities:

The chair serves as the chief academic administrator of the department and provides leadership in the primary areas of faculty teaching, research and service; enrollment and budgets; and program development and assessment. Faculty recruiting, support, and supervision (through the University's Faculty Evaluation System) are significant components of this role. In addition to faculty oversight, this position has 8 direct administrative reports – 6 program directors (responsible for recruiting and admissions; curricular updates and alignment with accreditation standards; course scheduling; and student advising), an administrative manager (who oversees program support staff), and the Director of Student Placements.

The chair will provide academic vision and implementation for enhancing programs, research, and practice for teacher preparation programs (credential and masters), while ensuring alignment with University and accreditor expectations for programs and their assessment. Active engagement with external partners – districts, schools, and colleagues at peer institutions – is an essential component of the role. Regular participation in professional associations ensures timely information for program alignment in an era of fast-paced change of educator expectations, as well as providing opportunity for influence in shaping the agenda of the field.

**Level:** Rank commensurate with qualifications

### Qualifications:

- A demonstrated, vibrant Christian faith compatible with the mission of Azusa Pacific University (faculty members are required to sign a "Statement of Faith," available at <http://www.apu.edu/about/believe>, and to adhere to the policies outlined in the Faculty Handbook)
- Ph.D. or Ed.D. in education.

- Eligibility to teach in one of the credential or masters' programs in the department.
- Willingness to travel to the APU Regional Campuses as needed.

**Experience:**

- University faculty experience, including administrative experience at the program director, chair, or associate dean level.
- K-12 teaching experience in general or special education, serving in cross-cultural education settings
- Graduate teaching experience in online or blended environments
- Demonstrated success in administrative work and evidence of leadership accomplishments.
- Experience in Christian higher education is especially desired

**Workload:**

12-month contract. Responsible for administrative and personnel oversight and teaching two graduate courses per year.

**Mental Demands:**

- Ability to integrate Christian values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment
- Ability to maintain confidentiality and manage confidential information
- Self starter, ability to communicate effectively in written and oral form

**Hire Date:** July 1 or August 1, 2016 start date.

**Additional Information:**

At Azusa Pacific University we value and uphold God-honoring diversity. Diversity was not our idea, but God's. Therefore, we aim for an environment that respects and honors each individual's uniqueness while celebrating our collective commonalities. It is in this spirit that we continue important discourse on diversity, engage a variety of perspectives, and embrace active listening in a spirit of humility. We continue our efforts to recruit, hire, and support a diverse community in an effort to create a milieu that reflects the mosaic of God's kingdom.

Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Women and minorities are encouraged to apply.

Azusa Pacific University conducts background checks on all final candidates.

**Application Procedure:**

To apply, visit <http://www.apu.edu/cp/employment/>. Review of applications will begin immediately, and the position will remain open until filled.