



Example of Department Chair Job Description

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Our company is searching for experienced candidates for the position of department chair. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for department chair

- Administration of the departmental budget and collaborating with the department faculty in the planning of the budget
- Responsible for developing and coaching core faculty, adjunct faculty and staff employees in the PT department
- Represents the department on the School Executive Leadership team
- Provides reports and additional requests in a timely manner
- Provides leadership, direction, and administration of all aspects of the Department activities in collaboration with the faculty and staff
- Serves as the academic leader of the PT Department while appropriately reflecting the future of the profession
- Responsible for development, implementation, evaluation and improvement of all teaching programs of the department, although specific activities usually are delegated to a curriculum committee and individual faculty
- Supports faculty research and other forms of scholarly activity, particularly as these contribute to the further development of physical therapy and institutional research initiatives
- Responsible for the development and maintenance of effective department operations including efficient workflow, achieving student learning outcomes
- Ensures Department participation in the recruitment, selection, retention and academic success of students

Qualifications for department chair

medical center setting

- Must have a commitment to excellence in both undergraduate and graduate education and possess a broad appreciation for the diverse perspectives within Systems Engineering and Operations Research
- Experience relevant to the undergraduate and graduate programs in Modern and Classical Languages (which encompass instruction in language, linguistics, literature, film and culture)
- Record of success in collaborative endeavors
- Applicable special education graduate coursework strongly preferred
- Appropriate certification in special education required