



T E X A S
Wesleyan
UNIVERSITY

Office of Human Resources

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Chair, Department of Chemistry – SCHOOL OF NATURAL AND SOCIAL SCIENCES

Texas Wesleyan University, founded in 1890 in Fort Worth, Texas, is a United Methodist institution with a tradition of integrating the liberal arts and sciences with professional and career preparation at the undergraduate level and in selected graduate areas. Total enrollment is over 3,000 students. The University's School of Natural and Social Sciences is currently seeking applicants for the position of Chair, Department of Chemistry. It is anticipated that the new chair will begin serving in August 2010. Faculty rank will be based on qualifications.

The applicant will be responsible for program development and assessment, managing the departmental budget, and providing departmental leadership. The applicant will also be responsible for teaching lecture and lab components of biochemistry and general chemistry courses. A Ph.D. in biochemistry or an equivalent field is required at time of appointment. The department values interdisciplinary teaching and research. Candidates must demonstrate a strong dedication to teaching as well as the potential to develop an undergraduate research program. Previous experience as department chair is preferred.

Applications will be reviewed until position is filled. To apply, send a current curriculum vita; a cover letter indicating position desired; official graduate-level transcripts; three letters of reference; and statements of personal teaching philosophy and a summary of research interests to: Chemistry Search Committee, Office of Human Resources, Texas Wesleyan University, 1201 Wesleyan, Fort Worth, TX 76105, or HR@txwes.edu. Visit <http://HR.txwes.edu> for full job description.

EOE

Texas Wesleyan University
Job Description

Name: OPEN
Job Title: Chair, Department of Chemistry
Department: School of Natural And Social Sciences
Reports To: Dean (Trevor Morris)
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: August 2009

SUMMARY

Coordinates course scheduling, program development, and assessment. Manages departmental budget. Provides departmental leadership. Designs and delivers instruction in undergraduate chemistry courses offered by the School. Supervises and evaluates student interns and advises students. Participates in department, school, and University-wide tasks and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Develops departmental schedules and coordinates schedules with other departments.

Coordinates department textbook selection.

Ensures consistent departmental advising practices and maintains effective career advisement information.

Reviews projected budget expenditures and priorities. Reports on expenditures to faculty.

Coordinates department recruiting and retention activities.

Encourages and supports professional development activities of departmental faculty.

Consults on progress by faculty in departmental tenure track positions.

Provide effective communication between faculty and the dean. Provide advocacy of departmental issues with the dean and the provost.

Participate in called meetings of department chairs.

Hold departmental meetings as necessary to accomplish departmental business.

Identify and recruit part-time faculty as necessary.

Conduct reviews of courses, course content, and requirements of majors.

Prepares lessons and delivers instruction for day, evening, and online class courses for undergraduates.

Adheres to the established class schedule and office hours. Submits contracts, book requests, syllabi, grades, evaluations, and other required paperwork and reports in a timely manner.

Conducts research, writes and submits articles for publication in academic journals. Remains knowledgeable of current research activities in respective discipline by reading journal articles, attending conferences, and maintaining relationships with other fellow researchers.

Participates in curriculum and program development.

Advises students at undergraduate level.

Supervises and evaluates student interns as necessary.

Participates in scholarly and academic activities.

Other duties as assigned by the Dean.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Doctorate in chemistry with graduate coursework and research in the field. Current appointment at the associate or full professor level. Demonstrated potential for strong teaching and quality research is required.

KNOWLEDGE, SKILLS & ABILITIES

Thorough understanding of chemistry curriculum and its application in the classroom especially as it relates to the education of chemistry students.

Familiarity with academic policies and procedures of higher education institutions.

Ability to work effectively with other University personnel.

Ability to provide service to both the University and the community.

Ability to comply with rules, standards, regulations and laws related to student records.

Ability to adhere to University and departmental policies and procedures.

Ability to use discretion in handling confidential and sensitive matters.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, students, and University employees.

MATHEMATICAL SKILLS

Ability to calculate figures & amounts such as discounts, interest, commissions, proportions, percentages, area, & volume. Ability to apply concepts of basic algebra, geometry, calculus and statistics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must regularly lift and/or move up to 20 pounds. Must be able to move about campus freely. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties involve exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is occasionally exposed to risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually loud. Evening and weekend hours as required by class schedule and office hours.