

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Job Description

Job Title: Department Head, Horticulture Technologies

Education: Master's degree in related field

Classification: Tenure-Track Faculty and Administrative

Appointment: 10-Month (August 1 – May 31)

Training/Experience: Must be qualified to teach and provide leadership in the department's degree program(s); total of three (3) years of college-level teaching experience; or previous teaching experience. Minimum of one year of successful administrative experience preferred.

Skills, Knowledge, Abilities Required:

Communication skills – Must be able to communicate verbally and in writing with clear, grammatically correct English and prepare complex reports on deadline. Requires interaction with supervisors, colleagues, students, alumni, advisory committee members, and the public, using tact, discretion, and independent judgment.

Computer skills – Must be demonstrably proficient in Microsoft Office (MS Word, PowerPoint, Excel), as well as e-mail and Internet.

Evidences a history of demonstrating ethical and professional behavior.

Reports to: Division Head of Business and Agriculture Technologies

Job Description: The department head is the first-line administrator of the department to which he/she is assigned. The incumbent is responsible for all issues related to department operation, such as curriculum, assessment, budget, personnel, class schedules, and student rights and responsibilities. The department head must actively recruit and mentor majors, serve on faculty committees, and perform other duties as assigned.

Other performance measures: Successful performance of the job requires creativity, initiative, and effective problem solving. A department head must work constructively with faculty, staff, and university officials to accomplish essential job functions.

Interpersonal skills: Must work effectively and cooperatively with campus faculty, departments, divisions, and support units, as well as a wide variety of people outside the

university, such as advisory committees and representatives of other two-year and four-year institutions.

Essential Job Functions:

1. Teach 15 credit hours (or equivalent) with 3 credit hours release time each fall and spring semester.
2. Provide advisement and services as needed in the collaborative efforts of all departments of the division.
3. Supervise professional full-time faculty and part-time faculty within the department.
4. Supervise all credit courses, degree/certificate-granting programs of the department.
5. Supervise the development/distribution of department publications.
6. Coordinate development of an appropriate and efficient class schedule each semester.
7. Coordinate with transfer institutions in the articulation of courses and/or degree programs.
8. Remain current with theory and practice in the profession, coordinate and monitor professional growth activities for faculty.
9. Develop a proposed budget for submission to the Division Head and recommend all budget expenditures to the Division Head.
10. Coordinate the recruitment, selection, and recommendation of part-time faculty and actively participate in the selection of full-time faculty.
11. Develop and monitor faculty teaching loads.
12. Evaluate faculty.
13. Supervise textbook selection.
14. Supervise implementation of the Student Success Model for retention.
15. Supervise implementation of assessment model.
16. Participate in an active advisory board(s) for degree programs.
17. Establish and maintain effective cooperation and coordination with all other divisions, departments, and support units on campus.
18. Supervise the planning and development of continuing education courses, workshops, and/or programs.
19. Participate in professional organizations.
20. Effectively perform other assigned duties.