



**AUGUSTA**  
**UNIVERSITY**

# Position Specification

Department Chair  
Advanced Studies and Innovation  
College of Education

October 2019

## The Opportunity

[The College of Education](#) seeks an accomplished leader to serve as the Chair for the Department of Advanced Studies and Innovation. The department is a unique combination of programs serving primarily graduate students. The department offers a M.Ed. degree in Counselor Education (School and Clinical Mental Health Counseling), an Ed.S in Advanced Educational Studies, a Doctorate of Education in Educational Innovation (Ed.D.), in addition to, graduate research and undergraduate foundations courses that serve the entire College of Education. The department prides itself on excellence in teaching, close interaction with students through advising, mentoring of graduate researchers, cross-disciplinary interaction with faculty from other departments and peer-peer support/collaboration.

Reporting directly to the Dean of the College of Education, the Chair will be a dynamic and accomplished leader who will offer outstanding governance in departmental administrative, financial, and program components while defining an innovative vision for the continued growth of the educational, research, and service missions of the department.

### Reporting Relationships

<b>Reports to:</b>	Dean, College of Education
<b>Partners with:</b>	Campus Researchers and University Leaders
<b>Direct Reports:</b>	Counselor Education, Curriculum and Instruction, Foundations, and Research Faculty and Staff Members
<b>Relates to:</b>	College of Education Department Chairs

## Qualifications

- An earned doctorate in Research, Counselor Education, Curriculum and Instruction, Educational Foundations, or related discipline.
- Associate or Full Professor.
- Proven success in a comprehensive research university setting.
- Significant academic administrative experience.
- Experience with doctoral programs and advising doctoral students.
- Experience in program and curricular development, budget and personnel management, student recruitment and retention, grant writing, and assessment.
- Demonstrated record of respect for and interest in working with people from all backgrounds.
- Ability to build and lead a productive team.
- Proven track record as a problem solver and the ability to implement innovative solutions to contemporary challenges.
- Outstanding communication skills which include written, oral, listening, and public speaking ability.

- Ability to forge and reinforce effective relationships with internal/external constituencies.
- Experience in working with an executive leadership team and a board in effective and efficient legal relations strategy and management.
- A proven leader of people who is able to recruit, develop and mentor a top-notch team capable of supporting future growth.
- Comprehensive and broad understanding of current trends in higher education and academic medicine.
- Successful experience with the supervision of staff in a complex organization and the management of a multi-faceted program.

The ideal candidate will be someone who is:

- Creative
- A holistic and analytical thinker
- Passionate
- A risk-taker
- Ethical
- An advocate
- An innovator

Preferred Qualification:

- Knowledge of and understanding of the Carnegie Project on the Education Doctorate (CPED) framework.

The Department Chair should be a strategic thinker, a visionary leader who thrives in a challenging environment and is clearly aligned with the Augusta University values of:

- **Collegiality** – reflected in collaboration, partnership, sense of community, and teamwork.
- **Compassion** – reflected in caring, empathy, and social responsibility.
- **Excellence** – reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.
- **Inclusivity** – reflected in diversity, equality, fairness, impartiality, and respect.
- **Integrity** – reflected in accountability, ethical behavior, honesty, and reliability.
- **Leadership** – reflected in courage, honor, professionalism, transparency, and vision.

## Responsibilities

- Oversees all departmental activities, consults with faculty in outlining and promoting departmental policies, and ensures compliance with departmental, college, university and Board of Regents (BOR) policies.
- Assumes responsibility for the quality of the instruction, research and service programs conducted in the department and presents an annual report to the Dean of the College outlining both targeted and accomplished teaching, research, and service activities of the department.
- Provides mentoring and support to promote career advancement of department faculty, conducts annual assessments of progress toward identified goals, and assists in identifying resources to foster continued growth and development.
- Serves as a liaison to other officers of the university and represents the department in all official communications with senior leaders and students.
- Oversees the assignment of teaching and other duties within the department and maintains an equitable and mutually agreeable distribution of assignments.
- In accordance with University and Board of Regents policies, participates in the recommendation of appointment and reappointment, promotion and tenure, and dismissal or non-renewal of members of the faculty.
- Administers the annual budget in consultation with the administrative team and business office staff. Upon approval, reviews the budget with departmental faculty.
- Initiates and maintains standards which ensure the appropriate expenditure of departmental funds and appropriate care and use of departmental property.
- Collaborates with other members of the COE Administrative Team in leadership and management of College operations, strategic assessment, planning and resource allocation, design and execution of faculty support systems, and implementation of continuous quality improvement processes.
- Promotes the development of interdisciplinary programs of research, and actively recruits new faculty in nascent or under-represented areas of research.



## About Augusta University

Home to four campuses in Augusta and various satellite locations across Georgia, Augusta University, one of 26 institutions within the University System of Georgia, is at the forefront of groundbreaking research focused on improving and enriching the human experience.

Offering undergraduate programs in the liberal arts, sciences, business and education as well as a full range of graduate programs and hands-on clinical research opportunities, Augusta University is Georgia's innovation center for education and health care.

The combination of nationally ranked business and nursing schools as well as the state's flagship public medical school and only dental school makes Augusta University a destination of choice for the students of today and the leaders of tomorrow.

### Colleges, Schools and Libraries

With locations throughout Augusta and at satellite campuses in Athens, Albany, Rome and Savannah, Augusta University's 10 colleges and schools have a truly statewide impact in Georgia.

Home to the [Medical College of Georgia](#), the nation's eighth-largest and 13th-oldest medical school, the university's Health Sciences Campus is at the forefront of health care innovation. Located in beautiful downtown Augusta and housing the state's largest [College of Nursing](#), the comprehensive [College of Allied Health Sciences](#), [The Graduate School](#) and the state's only dental school, [The Dental College of Georgia](#), the Health Sciences Campus is also home to the state's only public academic medical center.



The historic Summerville Campus, which was built in and around a former United States arsenal and is home to the University's liberal arts curriculum. In the shade of ancient trees, professors from the [Katherine Reese Pamplin College of Arts, Humanities and Social Sciences](#); the nationally ranked [James M. Hull College of Business](#); the [College of Education](#); and the [College of Science and Mathematics](#) prepare students for a lifetime of critical thinking, creativity and entrepreneurial success.

Opened in 1991 on AU's Forest Hills campus, Christenberry Fieldhouse houses 11 of the Augusta Jaguars' 13 competition sports. In addition to housing all administrative and support staff for the [Augusta University Department of Athletics](#), CFH also houses the College of Education's [Department of Kinesiology](#). The Forest Hills Campus, on which CFH is located, also houses a full-size golf course, baseball, softball and soccer fields and serves as the home of the Jaguars' nationally recognized NCAA Division I golf team.

Nestled along the Savannah River, the Riverfront Campus is located in Augusta's growing cybersecurity corridor and houses the [Hull McKnight Georgia Cyber Center for Innovation and Training Center](#), a state-of-the-art cyber center comprised of the university's [School of Computer and Cyber Sciences](#), a cutting-edge cyber range, a 340-seat auditorium, secure briefing space, incubator space for innovation and entrepreneurship, and classrooms; as well as proximity to industry professionals and innovative start-ups.



## About Augusta

The city of Augusta is a saxophone riff on a cool, moonlit evening—the sort of smooth, storybook town that melts into the soul and leaves you feeling so good. Georgia’s second-oldest and second-largest city, Augusta strides that fine line between big city bustle and small-town charm, mixing retro-urban regality with just a pinch of hometown pride.

A visit to Augusta is a life-altering lesson in Southern hospitality. While other places have undergone cultural revolutions, Augusta underwent a cultural evolution instead, trading big city lights and loud, busy streets for cold sweet tea and a shore-side view of the Savannah River. Downtown, locally owned shops and restaurants mingle in the shade of memorable hangouts and state-of-the-art galleries beckon artists, lovers, thinkers and dreamers alike to [the South's "Garden City."](#)

But Augusta is so much more than just a cozy place to live. Spearheaded by the next generation of musicians, foodies, artists and go-getters, the old city comes to life at night, offering live music, theater shows and a wealth of hole-in-the-wall eateries built to please. In addition to serving as a haven of technology and the arts, Augusta is also home to some of the nation's most beautiful lakes and trails, offering year-round outdoor adventures.

Sporting life is synonymous with the Augusta name and the city proper is home to a number of professional baseball, roller derby and rugby teams. Several annual sporting events take place in and around Augusta, including the [Ironman 70.3 Augusta](#) triathlon, and the [Augusta Futurity](#).

Oh, and did we mention golf?

On top of world-class entertainment and outdoor sporting, Augusta is also world-renowned as the [home of The Masters](#) - an annual golf tournament sometimes dubbed the “Super Bowl” of golf. Every year during the first full week in April, Augusta becomes the golf capitol of the world, welcoming local legends and long-time favorites back to the prettiest course on Earth. So, whether you're a lover of the arts, the sciences, the outdoors or the out-of-this-world, Augusta is the place to be. Join us and you'll soon see: There's a reason we all feel so good!



## Procedure for Candidacy

Confidential review of applications will begin immediately and continue until the appointment is made.

Applicants should upload a letter of interest and a comprehensive curriculum vitae as one PDF document. Nominations or questions may be directed to [executivesearch@augusta.edu](mailto:executivesearch@augusta.edu).

APPLY NOW

All candidates are required to pass successfully a Background Check review. For specific positions, the final candidate may be subject to a (pre-employment) physical, drug screen, and/or credit check.

The final candidate will be required to provide proof of completed academic degree in the form of an original transcript. Those candidates trained by a foreign institution will also be required to provide an educational/credential evaluation.

*Augusta University takes pride in being an equal opportunity and equal access employer. We actively recruit and hire the very best employees without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability or other protected characteristic.*