



INTENT TO APPOINT

Posting Date: September 13, 2021

Closing Date: September 27, 2021

INTERNAL POSTING

DIVISION CHAIR, ELECTRICAL TECHNOLOGY/INDUSTRIAL ELECTRONICS TECHNOLOGY/INDUSTRIAL MAINTENANCE TECHNOLOGY

**This position is posted in compliance with Alabama Code §16-22-15.
It is the intent to place a current employee in this position.**

REQUIRED QUALIFICATIONS:

- Full time tenured faculty member at the College with a minimum of three (3) years of successful full-time teaching experience in the department required.

SALARY SUPPLEMENT AND TERM: A salary supplement will be paid in the amount of \$400 per month. Release time may be provided chairs, as determined by the Associate Dean of Technical Services. The term of office for a Division Chair is three (3) years. The appointment is subject to the policies of the College and the Alabama Community College System Board of Trustees.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership within the department and consults with administration and other departments in furtherance of the College mission
2. Recommends policies and procedures, as needed, to achieve the objectives of the College
3. Organizes and leads department meetings to accomplish the goals of the department
4. Recommends to the Associate Dean new courses and programs and changes in existing programs to effectively meet the needs of the students and the community
5. Regularly reviews and consults with the administration on the improvement of instruction as well as course and program offerings
6. Assists in screening and selection of new and/or replacement faculty
7. Conducts performance evaluations of full-time and adjunct faculty members
8. Works with other department instructors in the planning, budgeting, and expenditure of funds allocated for the department
9. Develops, in cooperation with other department instructors, the proposed department class schedule
10. Approves and assigns adjunct faculty to classes when needed
11. Responsible for the mentorship of new full-time and adjunct faculty members in the department
12. Appoints faculty members to the department's textbook selection committee
13. Participates in the institution's strategic planning process
14. Coordinates the institutional effectiveness efforts and student learning outcomes initiatives of the department
15. Approves leave time for department instructors in accordance with college policy and submits monthly attendance reports

16. Ensures the accurate and timely submissions by department instructors to include, but not limited to, grades, student attendance, grade changes, syllabi, work schedules, and travel requests
17. Plans and coordinates the recruiting efforts of the department
18. Monitors student enrollment, retention and program completion (as appropriate) and works with program faculty to facilitate successful outcomes
19. Serve on College committees as required
20. Participate in professional development, compliance, performance excellence, and training activities as required
21. Performs other duties as assigned by the Associate Dean

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must continue to meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of the following:

- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume

Application materials may be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: All application materials must be received in the Office of Human Resources by **5:00 p.m. on September 27, 2021**. Incomplete or late application packets will not be accepted and eliminate the possibility of an interview.

EEOC STATEMENT:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this announcement at any time prior to the appointment.