



Alabama State University

Occupational Therapy Chair, Associate/Full Professor

SALARY	Negotiable	LOCATION	Montgomery, AL
JOB TYPE	Full-time Faculty	JOB NUMBER	FAC-23-0021
DEPARTMENT	Academic Affairs	DIVISION	College of Health Sciences
OPENING DATE		CLOSING DATE	

JOB DESCRIPTION

Alabama State University, Academic Affairs/College of Health Sciences, invites applications to fill the vacant position of Chair, Associate/Full Professor of Occupational Therapy. The successful applicant serves as chief administrator of the academic department; directs, plans, and coordinates all activities within the department and teaches appropriate departmental courses; supervises the work of all faculty members and secretaries assigned to the department; advises students; provides academic and administrative leadership to the graduate program and continues to establish relationships with clinical partners. He or she will also lead the initiative to continue the recruitment of students. Work is performed under the supervision of the Dean of the College of Health Sciences.

Chairperson: The role of a department chair is to provide overall leadership for the program and faculty in the department and to facilitate the teaching, research, professional development, and service of the department to a variety of public. The chair represents the faculty to upper administration and, in turn, reports upper administration decisions to the faculty. This is a full-time (12-month) tenure track position with a teaching reduction of at least one course per academic semester.

DUTIES AND RESPONSIBILITIES:

- ◆ Annual Evaluation of Faculty with input from the Program Director
- ◆ Recruit and maintain faculty to meet ACOTE standards
- ◆ Serve as the Chair of the Screening/Hiring committee for new faculty
- ◆ Develop and update program policies for the department in collaboration with faculty, staff, and students
- ◆ Manage departmental budget
- ◆ Assign teaching loads and course schedules in conjunction with the Program Director
- ◆ Assign departmental committees and committee chairs
- ◆ Facilitate new student application process
- ◆ Assign students to respective faculty advisors
- ◆ Assist faculty and students with issues as appropriate
- ◆ Engage in research or other scholarly activities
- ◆ Provide service to the institution, profession, and community
- ◆ Participate in professional development activities
- ◆ Perform other duties as assigned

REQUIRED MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:

An earned academic Doctorate degree (Ed.D., Ph.D., D.Sc., etc.), a demonstrated record of relevant professional experience, administrative experience, eligible for professional license as an occupational therapist in the state of Alabama, 5 years of teaching experience in Occupational Therapy or related field are required and content expertise and a current level of knowledge in assigned teaching areas.

SUPPLEMENTAL INFORMATION

It is to be noted that for the purpose of continuous improvement of faculty qualifications as faculty members complete advanced degrees, certifications, licenses, etc., the faculty member will send official documentation within 30 days of hire, to the Office of Human Resources and the credentialing file in Academic Affairs.

OTHER SPECIAL CONSIDERATIONS:

Alabama State University is proud to be an equal opportunity employer, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or any other characteristic protected by law.

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

Federal law requires identity and employment eligibility verification on Form I-9 within three (3) business days of employment. All positions require the passing of a background check and some the passing of a drug screen.

DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.

Agency

Alabama State University

Address

PO Box 271

Montgomery, Alabama, 36101

Phone

334-229-4667

Website

<http://www.alasu.edu/hr>



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JOB DESCRIPTION

Alabama State University, Academic Affairs, College of Health Sciences invites applications to fill the position of Assistant, Associate, or Full Professor of Occupational Therapy. The selected applicant will fulfill the role of academician through active contributions to teaching, research, scholarship, and service and work as a team member to ensure student progress and program success. This is a 10-month tenure-track position.

DUTIES AND RESPONSIBILITIES:

- Facilitate learning in a variety of formats and settings.
- Engage in research or other scholarly activities
- Provide service to the institution, profession, and community
- Participate in professional development activities
- Work as a team member to ensure student and program success
- Function as a member of a team
- Perform Other Duties as assigned

REQUIRED MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:

An earned doctorate degree (Ph.D., Ed.D., D.Sc., O.T.D.) and be eligible for professional licensure in the state of Alabama are required. Teaching experience in an academic program in higher education is preferred. Demonstrate content expertise and a current level of knowledge in assigned teaching areas. Academic rank will be determined based on qualifications. Experience in occupational therapy and a strong research and grant writing background is preferred.

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