

## **Job Summary**

The Department Head role includes leadership in the following areas: 1) diversity, equity, and inclusion; 2) strategic planning; 3) support and development of educational programs at the undergraduate and graduate levels; 4) support and development of the department's research enterprise; 5) management of personnel and departmental resources; 6) faculty recruitment, retention, and support; and 7) shared governance with all faculty and their embodied committees.

The successful Candidate will have a record of excellence in research, teaching, and service appropriate to their rank.

## **Essential Functions**

- Evaluation criteria include demonstrated commitment to the following, and the presentation of clear plans for their implementation:
- Understanding the current challenges and opportunities in higher education, Drexel University and, specifically, the Department
- Building a departmental culture that values diversity, equity, and inclusion
- Supporting the research, teaching, and service missions undertaken by a diverse faculty
- Building a culture of transparency, shared governance, and adherence to departmental policies and procedures
- Mentoring students and faculty
- Bolstering the Department's research program
- Strengthening undergraduate and graduate student training
- Addressing enrollment and retention challenges of an undergraduate-serving Department
- Improving communication within and among its constituent groups, including students, staff, and faculty
- Building effective and positive relationships with departmental staff, faculty and students
- Acknowledging and utilizing expertise of faculty and staff for the good of the Department
- Appropriately balancing delegation and hands-on handling of their responsibilities
- Effectively advocating for the department's personnel and priorities to the college, university, and broader scientific community
- Engaging with alumni and pursuing advancement opportunities for the department in alignment with college and university priorities

## **Qualifications**

- A proven record of excellence in research, teaching, and service
- Academic administrative experience

- An ability to actively support the research, teaching, and service missions undertaken by a diverse faculty.
- Commitment to building a culture of transparency, shared governance, and adherence to departmental policies and procedures.
- Experience in mentoring students and faculty

An ability to bolster the Department's extramurally funded research programs and strengthen undergraduate and graduate student training.

- Understanding of the enrollment and retention challenges of an undergraduate-serving Department.
- The ability to build effective and positive relationships with departmental staff members.
- The ability to acknowledge and utilize the expertise of faculty and staff for the good of the Department.
- The capability to appropriately balance delegation and hands-on handling of their responsibilities.
- A strong desire to advocate for the department's personnel and priorities.
- Willingness to engage with alumni and pursue advancement opportunities for the department in alignment with college and university priorities.
- Understanding of the current challenges and opportunities in higher education, of Drexel University and, specifically, in the Department.