



Title: Applied Sciences Division Chair

Job ID: 242512710001

Campus: Uvalde

Closing Date: January 1, 2025

Job Summary: Responsible for overseeing curriculum development, faculty support, program evaluation, and compliance with institutional standards. This role will support students' success through strategic planning, inter-departmental collaboration, and effective communication with faculty and administration.

Classification: Full-time, Exempt

Department: Academic Affairs

Salary: Based on SWTX salary schedules, 11-month, 40-hour work week.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Must hold qualifications to teach courses in at least one subject area in an SWTX Division. Master's Degree preferred.

Experience & Training: At least two years of full-time teaching experience at the college level required. Strong oral and written communication skills; bilingual candidates are preferred. Ability to work effectively with diverse constituencies, including local Workforce Boards, School Districts, and State and Federal agencies. Proven experience in grant writing and management.

DUTIES & RESPONSIBILITIES:

- **Instructional Leadership:** Evaluate and improve instruction, including faculty development, to ensure high-quality teaching and learning.
- **Communication & Coordination:** Facilitate inter-departmental communication and conduct regular meetings to share information, address issues, and make informed decisions.
- **Student Support:** Assist in recruiting, advising, and placing students within the division.
- **Advocacy & Representation:** Communicate faculty perspectives and concerns to the appropriate Dean and other campus stakeholders.
- **Compliance & Standards:** Ensure compliance with all accountability standards of the College, the Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges, and other agencies.
- **Budgeting:** Make recommendations to the appropriate Dean regarding budget needs for supplies, equipment, and personnel.
- **Scheduling:** Plan course offerings each semester, including room assignments, in cooperation with faculty and the Registrar.
- **Distance Education:** Implement procedures for the approval of remote delivery courses, as developed by the Distance Education Committee.
- **Faculty Evaluation:** Oversee the evaluation of faculty members, conduct classroom visits, and support faculty professional growth.
- **Hiring Committees:** Participate in hiring committees for faculty and staff within the division.
- **Strategic Collaboration:** Work with faculty, the Professional Development Office, and Strategic Innovation & Research office on strategic goals, program reviews, and planning.
- **Purchasing:** Approve purchase requisitions and ensure departments meet Carl Perkins' requirements.
- **Student Engagement:** Participate actively in registration, student advising, recruitment, and placement activities.

Additional Qualification Requirements:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Travel may be required to other locations served by the college. Must have a valid Texas driver's license and be insurable through SWTX insurers. This position may require working outside of regular business hours, including evenings and weekends.