



Title: Applied Sciences Division Chair

Campus: Uvalde

Job ID: 252603710101

Closing Date: October 12, 2025

Job Summary: Primary duties include overseeing the following departments: Cosmetology, Criminal Justice, Early Childhood Studies, and Law Enforcement Academy. Duties include curriculum development, providing faculty support, evaluating programs, and ensuring compliance with institutional standards, while fostering student success through strategic planning, interdepartmental collaboration, and effective communication with faculty and administration. This leadership role includes evaluating and improving instruction, supporting faculty development, and ensuring high-quality teaching and learning. The Division Chair will facilitate communication across departments, conduct regular meetings, assist with student recruitment, advising, and placement, and represent faculty perspectives to the Dean and other stakeholders. Additional responsibilities include making budget recommendations and planning course schedules in coordination with faculty and the Registrar. The position oversees faculty evaluations, participates in hiring committees, and collaborates with the Professional Development Office and Strategic Innovation & Research on program reviews and planning. The Division Chair will also approve purchase requisitions and support student engagement through registration, recruitment, and advising activities. This role includes resolving initial student and personnel complaints, maintaining master syllabi and textbook adoption processes, and ensuring adherence to institutional and accreditor reporting standards. Active participation in committee work, oversight of faculty maintenance requests, and fulfillment of other duties as assigned by the College President, Vice President of Academic Affairs, or Dean are also required.

Classification: Full-time, Exempt

Department: Applied Sciences

Salary: Commensurate with education and teaching experience based on the salary schedule., 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 is required.

Additional Qualification Requirements:

Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel is required to other locations served by the college.