

## Job Description: English Department Head, Oklahoma State University

The Department Head is the chief representative of the Department in its relations with the College, the University, and the public. The Head is also the leader of the Department and as such is responsible for personnel decisions, budgets, staffing of courses, and the smooth operation of the day-to-day activities of the Department. As Unit Administrator, the Department Head has duties concerning faculty appointments, promotions, tenure, appraisal and development, and faculty workload, which are prescribed by the University and the College. As leader of the Department, the Head is obligated to initiate and support programs that will enhance the quality of the Department. The Department Head will usually be expected to choose a member of the faculty to serve as Associate Head and delegate some of the duties of the Department Head to that individual. The Head will also appoint the Graduate Coordinator and Program Directors when their positions become vacant. The Head may also appoint members to ad hoc departmental committees as necessary.

The Head's term is three years, and may be renewed with the approval of the CAS Dean. Appointment as Head is for 11 paid months per year (the nine months of regular faculty appointment plus July and August), in addition to a monthly stipend. Teaching load is negotiable, but normally set at 1/1 or 1/0. Position start date is July 1, 2019.

Interested applicants should submit as email attachments a cover letter and CV with the names of at least three references to Professor Rebecca Brien, Chair of Head Search Committee, at [rebecca.brien@okstate.edu](mailto:rebecca.brien@okstate.edu). Please submit your applications no later than 5pm Wednesday March 27, 2019.

Finalists for the position will be asked to lay out their vision for the Department during an interview-presentation with the English faculty.