Philander Smith College

POSITION TITLE: Assistant Professor and Department Chair of Visual and Performing Arts

EMPLOYMENT TYPE: Faculty/Administrative

SUMMARY OF POSITION:
The Department of Visual & Performing Arts (VPA), located in the Division of Arts & Humanities at Philander Smith College invites applications for the position of Department Chair beginning in August of 2022. The Visual Arts consists of concentrations in the Fine Arts of Painting and Drawing, Art History and Appreciation, Photography, Film, and Graphic Arts. The Performing Arts area of focus consists of concentrations or in Theatre Arts of Acting, Directing, and Production, Dance, and Vocal and Instrumental Music.

The primary mission of the Department of Visual & Performing Arts is to produce artists who will be leaders and advocates in their respective fields in the performing and fine arts – music, dance, theatre, and visual arts. The department is also committed to building community through the arts by being a resource for performing and fine arts pedagogy and performance, cultivating a climate where creativity flourishes, engaging the community with the arts, and making the arts accessible to all. Ideal candidates can engage students in meaningful inquiry, problem solving, and collaborative design and creativity while developing students’ skills as critical thinkers, creative artists, and collaborators.

As the Department Chair, this leader will work with the Division Chair of Arts & Humanities to ensure curricular integration within the school’s strategic priorities for building a robust and inclusive environment for teaching and learning. PSC seeks to expand its emphasis on student centered learning and incorporating creative approaches to teaching as we continue to develop and refine our Visual Arts curriculm. Experience in designing and implementing interdisciplinary projects and units in the Arts is preferred.

POSITION REQUIRED QUALIFICATIONS:

- Applicants must have a doctorate or a terminal degree in one of the disciplines represented in the Department of Visual & Performing Arts. In some cases and based on professional experiences, an MFA may be considered.
- A record of excellence in teaching, research, and service commensurate with the rank of a tenured Assistant Professor.
- Candidate must have familiarity with arts administration and/or arts education to be able to successfully lead the different program areas within the department.
- The Chair must subscribe to the principle of shared governance and collegiality; and must have a collaborative working style and the ability to work effectively with diverse constituencies. Candidate must have excellent interpersonal and group communication skills.
PREFERRED QUALIFICATIONS:

- Previous administrative experience in the performing and fine arts as well as success in the acquisition of extramural grant funding are preferred.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The successful candidate will be responsible for the daily operation of the department’s academic programs as well as long-term planning, course scheduling, and curriculum development. In addition to maintaining an acceptable level of teaching and scholarship, the chair’s primary duties include: managing the departmental budget; seeking external funding (grants, etc.); recruiting, hiring, and evaluating faculty and staff; recruiting, advising, and assisting students; producing various reports for Academic Affairs and providing vision and leadership for the department at the college, university, regional, national, and international level.

The specific duties and responsibilities of the Chair include but are not limited to:

1. Provide visionary leadership and strategic vision to advance the department.
2. Recruit, supervise, mentor, and evaluate faculty.
3. Work with the department faculty to recruit students and promote the growth of the VPA programs.
4. Manage department budget and resources.
5. Continue to develop a successful and diverse faculty and staff and foster a collaborative and collegial work environment.
6. Guide curriculum development while providing leadership to complete the annual assessment of program and student learning outcomes.
7. Work with the department faculty to increase the retention and graduation rates of students in the VPA.
8. Build and foster strategic partnerships and collaborations with area high schools and community colleges to increase the pipeline of students to the VPA degree programs.
9. Meet internal and external stakeholders to share the vision and mission of the VPA.
10. Participate in fundraising activities and grant activities to support the strategic priorities of the VPA.
11. Schedule departmental based on student need and audit of degrees.
12. Perform other duties as assigned the Vice President for Academic Affairs or the Division Chair of Arts & Humanities.
13. Other duties as assigned.

HOW TO APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.