



**Division of Arts and Humanities
Department of Philosophy and Religion**

Job title:

Assistant/Associate Professor of Philosophy & Religion/ Chair of the Department of Philosophy & Religion

Employment Type:

ten-month tenure-track contract, renewable annually (rank and salary based on level of education and experience)

Company Description:

Philander Smith College, the only United Negro College Fund member institution in Arkansas, strives to provide a quality education for all regardless of race, religion, sex, national origin or ethnic background. Philander Smith College (PSC) is a private, residential, four-year undergraduate liberal arts college affiliated with The United Methodist Church. PSC is nestled near downtown Little Rock, which encompasses the thriving cultural and business River Market District and the William J. Clinton Presidential Center. Little Rock is the state capital of Arkansas, and is located at the foothills of the beautiful Ozark Mountains on the south bank of the Arkansas River. PSC's mission is to graduate academically accomplished students, grounded as advocates for social justice, determined to change the world for the better.

Position Summary:

The Department of Philosophy and Religion located in the Division of Arts & Humanities at Philander Smith College invites applications for the position of Department Chair beginning in August of 2023. The Department chair will oversee all aspects of the department in addition to directing, teaching, and advising students. The Department of Philosophy and Religion prepares engaged advocates for social justice for entry into professional practice within the varied religious, social service, community action, and other organizations within Central Arkansas, the rest of state, and the nation.

Position 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:

- Provide visionary leadership and strategic vision to advance the department.
- Manage department budget and resources.
- Continue to develop a successful, and diverse faculty and staff and foster a collaborative and collegial work environment.
- Guide curriculum development.
- Provide leadership to complete the annual assessment of program and student learning outcomes.
- Work with the department faculty to increase student enrollment and increase the retention and graduation rates of students in the major.
- Build and foster strategic partnerships and collaborations with area high schools and community colleges to increase the pipeline of students to the programs.
- Meet internal and external stakeholders to share the vision and mission of the department.
- Participate in fundraising activities to support the strategic priorities of the department.
- Actively engage in grant writing to support the strategic priorities of the department.

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- Supervises correct scheduling of classes, contracts with vendors, and ordering of supplies
- Teach undergraduate courses in respective arts subject area
- Perform other duties as assigned.

Preferred Qualifications:

Applicants must have a doctorate or a terminal degree in one of the disciplines represented in the Department of Philosophy and Religion, as well as a record of excellence in teaching, research, and service commensurate with the rank of a tenured Assistant Professor/Associate Professor.

Minimum Requirements:

- A minimum of a Master's degree in Philosophy, Divinity, or Theology is required. The terminal degree (Ph.D., D.Th., etc.) is preferred.

Application Procedures:

- Philander Smith College Application
- Letter of application/cover letter addressing how you meet the duties and responsibilities, and requirements for the position.
- Curriculum vitae
- Statement of Teaching Philosophy and Research Interests
- Syllabi for an upper level course
- Transcripts
- Names and Contact information for three references

For best consideration, applications should be submitted by March 24, 2023.

Position Start Date: August 2023