

TOURO COLLEGE

JOB POSTING

Associate Professor and Chair-Department of Languages and Literature

Reports to: Dean
Status: Full Time
FLSA: Exempt
Location: Manhattan and Queens

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

Teaches classes in a positive environment with sensitivity to the student body, chairs and organizes meetings and minutes, organizes schedules, recruits full time and adjunct faculty, orients, mentors and evaluates faculty, coordinates evaluation and annual reviews of departmental faculty members, Deputy Chairs, and Coordinators, including peer observations, reviews student evaluations, responds to students and administration in a professional manner, implements revisions to course content, supervises course content to ensure departmental objectives, provides textbook listings on a timely basis. In addition, counsels and advises students, coordinates and supervises student learning assessment activities, resolves student and faculty issues on a timely basis. Works effectively with administration on a variety of tasks and exhibits creativity and leadership.

JOB RESPONSIBILITIES:

Responsibilities include, but not limited to the following:

- The Chair would teach three classes each semester, including at least one class in each location, as well as engage in extensive service to the college as a whole
- Chairs and organizes faculty meetings and maintain minutes; maintains departmental files on evaluations, course outlines, syllabi, examinations, and faculty résumés
- Organizes and arranges course schedules for each semester on a timely basis in accordance with student needs, college-wide needs, local-branch needs, and enrollment patterns

- Recruits and assigns appropriate academically-prepared effective full-time and adjunct faculty
- Orients, mentors, and evaluates faculty in terms of course content, grading standards, standards of professional demeanor and appearance, punctuality and attendance, student sensitivities, and classroom-management issues
- Coordinates the evaluation of departmental faculty members, Deputy Chairs, and Coordinators, including peer observations; completes Chairperson's Annual Review of faculty members; reviews student evaluations and comments with administration and faculty
- Responds to students and administration in a professional, respectful, effective, and forthcoming manner
- Supervises course content to achieve departmental objectives, and to review course outlines and exams to ensure compliance with course syllabi. Implements revisions to course syllabi in order to ensure that course content and bibliographies are reviewed and updated regularly. Provides textbook listings on a timely basis
- Counsels and advises students concerning departmental and college requirements, as appropriate; evaluates transfer credits, monitors the progress of majors, and responds to student appeals appropriately
- Coordinates and supervises student learning assessment activities within the department, and responsible for leading program reviews and departmental self-studies
- Resolves student and faculty issues on a timely basis; Responds quickly to administrative requests for information and participation in registration and college events
- Works effectively with administration on budget requests, equipment, software and hardware purchases, supervision of laboratories, and/or special projects
- Exhibits creativity and leadership in meeting departmental and institutional goals. Provides leadership in representing departmental and faculty interests in such forums as the Academic Council, the Faculty Senate, the Curriculum Committee, the Assessments and Outcomes Committee, etc.

REQUIREMENTS:

Education, Preparation, and Training

- Doctorate required in Literature and Languages
- At least five years of successful teaching on the college level

Skills

- Collegial leadership that produces a positive working environment with sensitivity to the particular student body served by the colleges
- Excellent inter-personal and communication skills
- A record of scholarship and administrative experience in curriculum planning, program and faculty development and assessment of outcomes
- Ability to manage the details involved in running a department that includes both English and foreign languages, while engaging in ongoing research activities

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook
- Blackboard educational platform
- Internet search

Travel

- The Lander College for Women is located on the West Side of Manhattan and The Lander College for Men is located in Kew Gardens Hills in Queens. These campuses are about seventy-five minutes apart, but it is projected that the Chair would spend two days a week in one location and two days a week in the other. .

Application Procedure:

Please send an application letter, C.V., and three letters of recommendation to: teach@touro.edu. Selected candidates will be invited to interview and to teach a sample class.

Application Deadline: Open until filled

Start Date: Late August, 2012

Salary: Commensurate with qualifications

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments