

TOURO COLLEGE

JOB POSTING

Deputy Chair and Assistant Professor of Political Science NYSCAS

Reports to: Chairs and Deans of NYSCAS
Status: Full Time
FLSA: Exempt
Location: Manhattan

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 Political Science and chairs departmental meetings and appoints committees, works with Deans, Department Chairs, Deputy Chairs, and faculty, coordinates content of courses, coordinates selection process, supervises and evaluates Department Chairs with Deans and Directors, ensures ongoing faculty evaluation and development. Responds to student's requests and provides guidance to faculty on grading and academic issues.

JOB RESPONSIBILITIES:

Responsibilities include, but not limited to the following:

- Teaches three (3) courses in Political Science
- Chairs departmental meetings and appoint department committees; serves as formal conduit of information with academic administration
- Works with Deans, Department Chairs, Deputy Chairs, and faculty to establish department goals and objectives and program assessment activities, and takes leadership to implement program reviews
- Coordinates content of courses offered by different academic units, and oversees overall consistency, currency and quality of department curriculum, catalogue materials, faculty examinations, and classroom syllabi
- Coordinates the selection process of department chair, deputy chair, coordinator, as well as oversee faculty selection
- Supervises and evaluates Department Chairs together with Deans and Director of academic units

- Ensures ongoing faculty evaluation and development
- Coordinates teaching and course schedules with Department Chairs and Deputy Chairs
- Ensures departmental representation at meetings, faculty orientation and development events
- Responds to student appeals and requests, and provide guidance to faculty on grading and academic integrity issues

REQUIREMENTS:

Education, Preparation, and Training

- Doctorate required in Political Science
- Minimum of five years experience in Higher Education

Skills

- Works in a positive learning environment with sensitivity to the particular student body
- Administrative and leadership experience preferably in an academic institution
- Excellent inter-personal and communication skills
- Publishing record appropriate for his/her academic level
- Experience as a successful teacher

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers
- Ability to lift 5 pounds

Computer Skills

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

Travel

- Minimal

Application Procedure:

Please send an application letter, C.V., and three letters of recommendation to: openings@touro.edu

Application Deadline: Open until filled

Start Date: Late August, 2012

Salary: Commensurate with qualifications

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