MURRAY STATE COLLEGE  
Tishomingo – Ardmore, Oklahoma

Job Description

Language Arts Department Chair

General Description/Primary Purpose

Provide administrative leadership as Department Chair within the Language Arts Department, as well as serving as a faculty member to provide applicable instruction in Language Arts courses and contribute to campus-wide activities by performing functions as listed below.

Classification: Department Chair and Full-time Faculty

Salary: Commensurate with qualifications, education, and experience

Appointment: 10 – 12 month appointment

Academic Rank: Instructor

Description of Duties and Tasks:

General Job Functions:

Instructional Duties

1. Demonstrate scholarly standards of academic excellence and rigor and exhibit the traits befitting that of a distinguished faculty member.

2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.

3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college.

5. Maintain a positive attitude of service toward students, coworkers and other members of the MSC community.

6. Participate in community service activities and programs.

7. Promote and support service learning activities.

8. Develop and use assessment of student learning methods at least every two-three weeks and contribute to campus-wide assessment projects.

9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus for each course taught.

11. Develop and maintain curricula in accordance with curriculum guidelines established within the department.

12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.

13. Maintain a minimum of ten scheduled office hours. Provide flexible office hours by appointment to accommodate students’ schedules when necessary.

14. Include a writing component in each course and encourage students to utilize the “Help Center.”

15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.

16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.

17. Actively support clubs and extra-curricular activities.

18. Serve on and contribute to campus-wide committees.

19. Support the President’s Scholars Program.

20. Implement strategies to enhance college recruitment, retention, and graduation rates.

21. Participate in applicable professional development activities, including the All Employee Meetings.

22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.

23. Following institutional policy, efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities.

24. Be able and willing to commute to distance learning sites.

25. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.

26. Contribute to the overall institutional focus to perpetuate student success.

27. Support the institutional General Education program.

28. Perform other duties as may be assigned by supervisors.
Department Chair Duties

1. Coordinate, direct and participate in all activities involved in the management of the programs of the Language Arts Department.
   a. Provide leadership in strategic planning, course and program evaluation, and assessment of student learning.
   b. Serve as a mentor and principle evaluator for adjunct faculty.
   c. Prepare all written documents required by college departments on a timely basis.
   d. Revise, enforce, and provide all policies and procedures relating to the departmental program.
   e. Receive student concerns and complaints and handle as dictated by program and campus policy.
   f. Ensure students demonstrate achievement of skills and knowledge through performance, test scores, graduation rates, and job placement.
   g. Work closely with Baccalaureate degree granting institutions to better align the curricula and expectations.
   h. Prepare and submit course schedules and recruit part-time, full-time and/or adjunct faculty and staff as needed, and provide guidance and support for their professional development.
   i. Ensure graduates ability to meet local and regional employment standards and needs by conducting recent graduate surveys.
   j. Actively support the recommendations of the Academic Council and communicate to the departmental faculty.
   k. Be an effective communications link between faculty and the administration.
   l. Maintain equitable course loads within the department.
   m. Assist the Office of Academic Affairs in the supervision and evaluation of faculty in accordance with the faculty evaluation system.
   n. Monitor low enrollment classes and recommend appropriate action to the OAA.

Instruction Specific Job Functions:

1. Teach a minimum of 15 semester credit or equivalent hours in courses that may include developmental English, composition I and II, creative writing, and literature courses.

2. Assist in the publication of the annual MSC literary anthology.

3. Maintain course syllabi in coordination with other English faculty (adjunct and full-time); monitor quality and coverage in courses taught by adjunct faculty.
4. Serve as a Graduation Advisor for a portion of the Language Arts Department and Arts and Sciences majors.

5. Select, train and supervise peer tutor position(s) in English.

6. Upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

**Other Ergonomic Requirements:**

Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

**Hours:**

Generally, weekday (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m. (40 hours). Evening classes will be assigned as needed on the MSC Tishomingo and Ardmore campuses. In the event of evening classes, release time will be scheduled during the normal workday. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Department Chair and the Office of Academic Affairs.

**Qualification Standards:**

1. **Minimum Educational Qualification:**  Master’s degree in English, English Education, or related degree with emphasis in composition.

2. **Preferred Educational Qualifications:** Good academic background in writing and literature with at least thirty graduate hours in English and demonstrated competence in critical thinking through completion of research thesis.

3. **Preferred Experience:** At least two years of verified successful teaching experience in college-level English and/or a willingness to participate, within the first two years, in an approved teaching effectiveness program resulting in an acceptable level of teaching performance in the classroom and/or laboratory.

4. **Licenses:** Valid Oklahoma Driver’s License, or willingness to obtain.

5. **Professionalism:** Employees of MSC are expected to demonstrate dedication to teaching and to show professional competence, integrity and enthusiasm in the performance of all responsibilities.

6. **Image:** MSC employees are expected to maintain a neat, well groomed, and professional image at all times.

**Application Process:** Applicants must submit the following:

1. Letter of Application

2. Résumé
3. Three letters of recommendation or up-to-date college placement file with at least three recommendations.

4. Copy of Transcript(s) for all college coursework. (Official transcripts required upon employment.)

5. Once the applicant has been selected for an interview, the candidate will be asked to teach a unit of instruction to the interview team.

6. Submit application materials to: Human Resources Office
   Murray State College
   One Murray Campus
   Tishomingo, OK 73460

7. Telephone Number: (580) 371-2371, ext. 118

8. Application Deadline: Open until an acceptable candidate is identified.

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Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, student financial aid, and educational services.