

**DEPARTMENT HEAD OF HISTORY/GEOGRAPHY
POSITION DESCRIPTION**

ORGANIZATION INFORMATION

Position Title: Coordinator

Reports Directly To: Dean, of the College

I. PURPOSE OF POSITION

To provide leadership and supervision of faculty and staff in the department and to give direction to the academic program and students in the department. To assist the Dean of the College in the conduction of the administration of the College in the pursuit of the mission and goals of the University.

II. QUALIFICATIONS/REQUIREMENTS

A Ph.D. in an appropriate academic discipline and at least five (5) years of teaching experience at the University level. Experience and achievement to warrant a faculty appointment at the rank of Associate Professor or Professor. A record of scholarly contributions and effective interpersonal, organizational and communication skills (written and oral).

A commitment to the educational achievement of all students in the field. A history of achievement in teaching, a positive role model to inspire students and a desire to achieve excellence in leading this department.

III. DUTIES AND RESPONSIBILITIES

- A. Manage the staff and faculty in the department in accord with the policies and procedures of the University and the University of Louisiana System.
- B. Supervise the conduction of departmental programs to achieve the goals and mission of the University.
- C. Review the departmental curricula and proposes changes as appropriate to maintain program viability and currency.
- D. Schedule courses and assign teaching responsibilities to the faculty in the department.
- E. Participate in budget planning and manage allocated resources efficiently to achieve departmental and College objectives.

- F. Teach and makes scholarly contributions to the discipline.
- G. Maintain a minimum number of majors to insure the continuation of programs in the department.
- H. Create an environment in the department which fosters excellent teaching and outstanding research.
- I. Attend all University and College faculty meetings, convocations, commencements, and official functions of the University.
- J. Complete all other tasks that may be assigned by the Dean or by the Provost and Vice President for Academic Affairs.

IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Faculty and Staff in the Department