



Position Title: Department Head of English
Reports To: Division Head & V.P. of Academic Affairs
Classification: Exempt
WC Code: 8868
Position Type: Third Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities: The major responsibility of a department head at Florida National University is to provide guidance to all instructors in the implementation of class policies and procedures. It is also the responsibility of the department head to evaluate the faculty and the academic programs within the department.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Evaluate undergraduate instruction (academic programs).
2. Evaluate faculty performance.
3. Ensure the assessment of students learning outcomes, per course and per program.
4. Communicates necessary input to; the administration concerning instructor evaluations, program structure and content evaluation, instructor recommendations and comments.
5. Ensure the assessment of learning outcomes per course and per program.
6. Oversees the carrying out of directives of the various offices of the University concerning the fields of instruction of the instructors of the Department, the management and organization of the department its programs and courses.
7. Aid and advice instructors in the proper fulfillment of their profession.
8. Hold departmental meetings with the faculty.

9. Attends to and helps to solve problems of the classroom such as: premature student class departure, student late arrival, instructor class dismissal, as well as instructor classroom attitudes, activities and oversights.
10. Represents his/her department when necessary and appropriate.
11. Coordinates and articulates the curriculum of the department on the three campuses.
12. Continuously oversee actions for improvements at campus level sited in the Department Head's Planning, Assessment, and Implementation Form.
13. Oversee compliance with licensing and accrediting organizations.

Education / Experience Requirements:

- Required: Doctor Degree in English, Education, or related field.
- 3+ years of academic leadership experience in higher education.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.
- Minimum of three (4) years of teaching experience in higher education.

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of a program.
- Team player with strong work ethic who takes initiative.
- Outstanding communication, public speaking, and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.
- Strong communication and interpersonal skills, collaborative work style.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Job Type

Full-time

Work Location: In person

Benefits:

- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

Schedule

Monday to Friday

Variable: Day shift & Evening shift

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Note: The use of computers and University resources is limited to school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>