



WEST VIRGINIA STATE UNIVERSITY

Tenure-Track Associate Professor and Assessment Coordinator of Leadership Studies Department of Leadership Studies College of Professional Studies

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Department of Leadership Studies at West Virginia State University invites applications for a full-time, 12-month tenure-track Associate Professor and Assessment Coordinator of Leadership Studies. The Department of Leadership Studies is housed within the College of Professional Studies. The position is benefits eligible.

Responsibilities for the Associate Professor and Assessment Coordinator of Leadership Studies

Candidates for the position should have the ability to be a founding member of the Doctor of Education in Leadership Studies program. The Associate Professor and Assessment Coordinator of Leadership Studies will serve the Department of Leadership Studies which houses the Master of Education in Instructional Leadership (MEIL) and the Doctor of Education (EdD) in Leadership Studies degrees. The position includes an assigned teaching load, dissertation committees, and assessment responsibilities. Course load will consist of 3 graduate level courses per semester or the equivalent of 9 courses, 27 hours, per academic year (including summers). The Assessment Coordinator will receive a 3-hour course release each semester. Chairing designated doctoral committees will account for partial teaching assignment. Teaching

responsibilities will be primarily in online format. In addition to the primary position requirements, duties and responsibilities include holding online office hours, participating in program work including assessment, collaboration with faculty, recruitment and retention of students, participation in meetings, and meeting university requirements related to research and service. Other duties may be assigned.

Associate Professor Duties:

Teaching: Teaching activities include online course development, maintenance of online CMS content, and course delivery. Instruction will be solely at the graduate level. Teaching duties also include assisting with student research and directing doctoral dissertation. Associate Professors are expected to participate in Professional Development, communicate with students, be well-organized, be considerate and fair in dealing with students, establish a culture for learning and be concerned with student development, involve students in the professional activities of the discipline, and hold regular office hours

Research: Associate Professors are expected to produce scholarly work that is publishable in peer-reviewed journals, conferences, books, etc. Additional research opportunities include serving as a peer-reviewer for journals and local, state, and federal grant work.

Service: Service to the institution, the profession, and the community are expected. Service activities can include (but are not limited to) the following: Attendance at professional conferences/workshops, grant reviewer, membership in professional societies, conference organization, service on accreditation teams, guiding student research that results in presentation/publication, serving on dissertation committees, membership on Graduate Studies Council (GSC) and/or sub-committees of GSC, serving on departmental committees, participation in University sanctioned recruitment activities, and academic advising,

Assessment Coordinator Duties:

The Assessment Coordinator will serve as the primary program assessment contact for the Department of Leadership Studies. Duties include assessment related to the Master of Education in Instructional Leadership (MEIL) and the Doctor of Education in Leadership Studies. The MEIL is a licensure program that requires accreditation through CAEP and NELP. Assessment related to the doctoral program will include close monitoring of student progression to ensure student success.

An overview of the duties of the Assessment Coordinator include developing and submitting the Academic Affairs Assessment of Student Learning Assessment Plan and Assessment Report to the Academic Program Coordinator for the MEIL and EdD programs. Provide 5-year Program Reviews on each program to the Graduate Studies Council. Report assessment to the MEIL/EdD Advisory Council and serve as an ex-officio member of that group. Serve as MEIL/EdD Alumni

Advisory Group advisor. Maintain accreditation (CAEP, NELP) requirements with monthly updates. Accreditation duties include overview of alignment of accreditation standards with program offerings and assessments, CAEP sufficiency requirements related to assessments and ensuring the program is meeting the requirements of the specialty organization (NELP). Other duties as assigned.

Requirements for the Associate Professor and Assessment Coordinator of Leadership Studies

Required Qualifications: An earned doctorate in Leadership Studies or closely related area; experiences necessary for appointment at the level of Associate Professor; a demonstrated record of successful graduate level teaching experience; experience in teaching in an online format; experience with CAEP accreditation; experience with specialty organization reports (SPA); and experience working with doctoral committees.

Preferred Qualifications: Leadership Experience, Administrative Certification, professional affiliations, productive research background, and experience in program development.

Salary Statement

Salary is commensurate with qualifications and experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by April 5, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the

basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.