

Chair, Department of Public Administration - College of
Liberal Arts and Sciences (6340) (SEARCH EXTENDED)
Northern Illinois University

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Posted Mar. 4, 2022, set to expire Jul. 4, 2022

Job Title	Chair, Department of Public Administration - College of Liberal Arts and Sciences (6340) (SEARCH EXTENDED)
Department	Public Administration
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Mar. 4, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Department Head/Head/Chair
Academic Field(s)	Public Policy & Administration
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Job Description

Northern Illinois University invites applications for the position of the Chair of the Department of Public Administration (DPA). This is a 12-month tenured position with rank of associate or full professor to begin July 1, 2022.

We seek a chair that is a strong communicator and will provide strategic, academic, administrative, and visionary leadership to distinguish the department in its research, teaching and service missions. The chair will help realize the DPA's mission to improve the quality of life for all in local communities by strengthening professional and ethical public and nonprofit management through our teaching, scholarship and community engagement. The successful applicant will (1) possess an outstanding record of academic and research accomplishment, (2) promote excellence in graduate education and recruitment and retention of excellent students, (3) build strong connections with local governments and communities, alumni, stakeholders, professional associations, other disciplines, departments, and institutions, and (4) demonstrate leadership and administrative abilities through a compelling vision for



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the impact of the Department on the field and profession of public administration.

Job Responsibilities:

In addition to research and teaching obligations, the duties of this position include: supervising all office staff and the Assistant to the Chair; being responsible for the Department budget and finances; determining the teaching schedule for each Department faculty member and instructor, for both undergraduate and graduate level courses; chairing the Department Personnel Committee; establishing the service assignments for Department faculty and staff; being the primary representative of the Department for external relationships; overseeing the completion of Department reports, evaluations, accreditation reviews, and external requests for information; updating and implementing the Department's strategic plans on an annual basis; chairing meetings of the faculty; and seeking input annually from the faculty regarding the performance review of the Assistant to the Chair and office staff.

EEO/AA Policy

In accordance with applicable statutes and regulations, NIU is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ethics and Compliance Officer, Title IX Coordinator
Health Services 230
TitleIXCoordinator@niu.edu
815-753-5560

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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