**Position Description Template for 12-MONTH DEPARTMENT CHAIR**

Note to Search Committees: Use this document to craft the advertisement for your position. The content below is organized and titled the way that you will see it when you enter the information into Kenexa (BrassRing). If a margin comment reads “You will not have to enter this information…” then it means that HR already has the info and it will be populated in Kenexa based on what type of position (e.g., tenure-track, PoP) you select. The reason that search committees must complete this template instead of only using Kenexa is that committees are asked to post job advertisements in venues besides those in which HR posts positions. You will need this document (or an excerpt of it) to submit to the additional venues that your committee identifies as advantageous to recruiting a robust and diverse applicant pool.

**About the University:**

Established in 1923, Texas Tech University is a Carnegie R1 (very high research activity) Doctoral/Research-Extensive, Hispanic Serving, and state-assisted institution. Located on a beautiful 1,850-acre campus in Lubbock, a city in West Texas with a growing metropolitan-area population of over 300,000, the university enrolls over 40,000 students with 33,000 undergraduate and 7,000 graduate students. As the primary research institution in the western two-thirds of the state, Texas Tech University is home to 10 colleges, the Schools of Law and Veterinary Medicine, and the Graduate School.  The flagship of the [Texas Tech University System](http://www.texastech.edu/), Texas Tech is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. It is committed to enhancing the cultural and economic development of the state, nation, and world.

Referred to as the “Hub City” because it serves as the educational, cultural, economic, and health care hub of the South Plains region, Lubbock boasts a diverse population and a strong connection to community, history, and land. With a mild climate, highly rated public schools, and a low cost of living, Lubbock is a family-friendly community that is ranked as one of the best places to live in Texas. Lubbock is home to a celebrated and ever-evolving music scene, a vibrant arts community, and is within driving distance of Dallas, Austin, Santa Fe, and other major metropolitan cities. [Lubbock’s Convention & Visitors Bureau](https://visitlubbock.org/) provides a comprehensive overview of the Lubbock community and its resources, programs, events, and histories.

**About the College:**

Insert College boilerplate language here.

**About the Department/School/Area:**

Insert Department/School/Area boilerplate language here.

**Position Description:**

The Department/School/Area of XXXX in the College of XXXX at Texas Tech University invites applications for a full-time, 12-month, tenured Professor to begin (insert start date). While appointed to this position, you will accrue vacation and will be required to report leave monthly following [TTU’s Operating Policy 70.01](https://www.depts.ttu.edu/opmanual/OP70.01.php) and [TTU System Regulation 07.12.](https://www.texastech.edu/offices/cfo/system-regulation-07.12-employee-leave.pdf) Since you will accrue vacation, you will follow a staff holiday schedule, which is available here: <https://www.depts.ttu.edu/hr/empbenefits/holidayschedule.php.>

The successful candidate will be an innovative, dynamic, collaborative, and entrepreneurial Chair/Director/Area Coordinator of the Department/School/Area of XXX, providing intellectual and strategic leadership for teaching, research, service, and outreach and engagement endeavors in the Department/School/Area of XXX.

Among other duties, the Chair/Director/Area Coordinator will manage departmental personnel; administer the academic programs with the assistance of program directors; develop and sustain connections with related professional and industry entities to promote teaching, research, development, and outreach; effectively represent the department to internal and external entities; effectively manage the unit’s budget to sustain a culture of fiscal responsibility and health; and promote the success of the faculty, staff, and students in the department. The Chair/Director/Area Coordinator will also serve as a departmental faculty member with the following expectations related to teaching and research (insert specific expectations here):

All prospective employees are encouraged to visit [Work at Texas Tech](https://www.depts.ttu.edu/hr/workattexastech/) to learn more about becoming a part of our campus community.

**Major/Essential Functions:**

In line with TTU’s strategic priorities to engage and empower a dynamic student body, enable innovative research and creative activities, and transform lives and communities through outreach and engaged scholarship, applicants should have experience working with a breadth of student populations at the undergraduate and/or graduate levels within individual or across the areas of teaching, research/creative activity, and service.

**Required Qualifications:**

1. Degree or range of degrees (if certifications and licensures are also required, include those here);
2. Specific experience in administration (be sure to state required minimum lengths of experience, if applicable, as well as whether administration in specific roles is required);
3. Specific accomplishments in research;
4. Specific experience with outreach or service (as applicable)
5. Any other “non-negotiables” that are required to effectively do the job.

**Preferred Qualifications:**

In addition to the required qualifications, individuals with the following preferred qualifications are strongly encouraged to apply:

**Safety Information:**

Adherence to robust safety practices and compliance with all applicable health and safety regulations are responsibilities of all TTU employees.

**Equal Opportunity Statement:**

The University does not tolerate discrimination or harassment of any employee or applicant for employment because of sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information, or any other legally protected category, class, or characteristic.

**Special Instructions to Applicants:**

Please include the following documents in your application:

1. Curriculum Vitae
2. Cover Letter
3. Other document(s) directly related to required qualifications
4. List of references

Questions about this position should be directed to Dr. /Prof. XXXX, Search Committee Chair at XXXXX. If you need assistance with the application process, contact Human Resources, Talent Acquisition at [hrs.recruiting@ttu.edu](mailto:hrs.recruiting@ttu.edu) or 806-742-3851.

**Application Process**

The deadline to submit applications is on XXXX.

To ensure full consideration, please complete an online application at: (insert hyperlink here). Requisition # XXXX