



ALABAMA STATE UNIVERSITY
invites applications for the position of:

Chair, Associate Professor of Health, Physical Education

SALARY: Negotiable

OPENING DATE: 04/28/14

CLOSING DATE: Continuous

JOB DESCRIPTION:

Alabama State University, College of Education/Department of Health, Physical Education and Recreation, invites applicants to submit applications to fill the vacant position of Chair, Associate Professor of Health, Physical Education. This position will serve as chief administrator of the academic department, direct plans, coordinate all activities with the department and teach appropriate departmental courses. The Chair reports to the dean for the College of Education and supervises the work of all faculty members and staff in the department; assists the dean in formulating and administrating instructional and curriculum policies; develops and revises courses, ensures that current course syllabi have been prepared and incorporates methods for improving instructions; transmits course objectives and departmental reports to the appropriate deans; promotes the preparation of grant proposals to fund departmental programs, assists in administering grants awarded to support departmental programs; supervises the preparation of material pertaining to the department that is published in the university catalog; identifies the need for new positions or replacements in the departmental faculty; recommends the appointment of new faculty; evaluates the performance of faculty members; prepares class schedules, makes faculty assignments, and ensures an equitable distribution of faculty work within the department; coordinates the development of student competencies that are relevant to the objectives of the department and the college of education; ensures students majoring in the department's program receive proper academic advising; determines the departmental need of supplies, equipment and library materials; manages and administers the department's budget; teaches courses as outlined for academic departmental chairpersons; and perform other duties as assigned.

EXAMPLES OF DUTIES:

MINIMUM QUALIFICATIONS:

Earned Doctorate in Health Education or Physical Education, 4 years teaching experience at the college/university level, 3 years academic administration experience, working knowledge of principles and practices of curriculum, instruction and faculty development, collect/analyze data and write reports needed for accreditation (NCATE/CAEP, SACS, SDE, SPAs), and have credentials to qualify at the rank of Associate Professor are required.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.alasu.edu/hr>

Position #JC-7032
CHAIR, ASSOCIATE PROFESSOR OF HEALTH, PHYSICAL
EDUCATION
RD

PO Box 271
Montgomery, AL 36101
334-229-4667

jobs@alasu.edu

Chair, Associate Professor of Health, Physical Education Supplemental Questionnaire

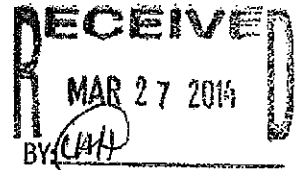
- * 1. Do you have an earned doctorate in Health Education or Physical Education, 4 years of teaching experience at the college/university level, 3 years of academic administration experience, working knowledge of principles and practices of curriculum, instruction and faculty development, collection/analyzing data experience, and the credentials to qualify for the rank of associate professor? If you answer "yes" to this question, your application must reflect the required education, experience and credentials. Please note, submitting a resume will not substitute for completing the application.

Yes No

* Required Question

ALABAMA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

REQUEST FOR AUTHORIZATION TO FILL VACANCY



PART I - APPLICATION

The undersigned hereby apply for the following position(s):

A. Full Title and Rank of Position Director
B. Type of position: Full-Time () Part-Time
() Other (specify) _____

C. Position number _____ Account number B002
Required Required

D. College/School/Administrative Unit Early Childhood Center
E. Department/Curriculum College of Education

F. List the specific qualifications that are required for this position. Applications will be screened in accordance with listed minimum qualifications. (These qualifications are visible in the application as noted by the applicant or as a document of support such as a transcripts, or certifications and are verifiable.) You must attach current job description to this form for processing.

see attached job description

G. Reason for vacancy? Previous Director retired

H. Proposed Start Date ASD Months of Service 12 mos
Proposed Salary \$ 66,798 Source of Funding General

I. Recruiter(s) Holena Mover Johnson Ext. 4471

J. APPROVAL:
Holena Mover Johnson 3.27.14 Louis P. Sweeney 4/4/2014
Department/Division Chairperson Date Dean/Director Date

PART II - AUTHORIZATION

Authorized by (Signatures Required):

Area Vice President Date

-OR-

Executive Vice President/COO Date

Provost/VP for Academic Affairs Date

REMARKS: Actual hiring of appointee is contingent upon adequate funding being budgeted for the position.

NOTE: If position being requested is not authorized in the budget, an authorization number must be obtained from the vice President for Fiscal Affairs before any recruiting or hiring action is taken.

VP for Business and Finance Date

University President Date

ALABAMA STATE UNIVERSITY
MONTGOMERY, ALABAMA 36101

REQUEST FOR AUTHORIZATION TO FILL VACANCY

PART I - APPLICATION

The undersigned hereby apply for the following position(s):

- A. Full Title and Rank of Position Director of Certification
- B. Type of position: (X) Full-Time () Part-Time ()
() Other (specify) _____
- C. Position number _____ Account number 13000
Required Required
- D. College/School/Administrative Unit College of Education
- E. Department/Curriculum Office of Certification
- F. List the specific qualifications that are required for this position. Applications will be screened in accordance with listed minimum qualifications. (These qualifications are visible in the application as noted by the applicant or as a document of support such as a transcripts, or certifications and are verifiable.) You must attach current job description to this form for processing.
At least three years work experience in teacher certification.
Excellent knowledge of Alabama requirements in teacher education and certification.
Ability to interpret transcripts and conduct degree audits.
Must be proficient in PeopleSoft, Blackboard and Legacy Systems.
Ensures University compliance with state requirements in teacher education and certification.
ABI/FBI background clearance is essential.
- G. Reason for vacancy? Replace Dr. Alethea Hampton
- H. Proposed Start Date Immediate following selection Months of Service 12
Proposed Salary \$ 55,000-60,000 Source of Funding General
- I. Recruiter(s) Dr. Doris Screws Ext. 4250
- J. **APPROVAL:**

Department/Division Chairperson Date

Doris P. Screws 8/28/2014
Dean/Director Date

PART II - AUTHORIZATION

Authorization by (Signatures Required):

Executive Vice President/COO Date

-OR-

Area Vice President Date

Provost/VP for Academic Affairs Date

REMARKS: Actual hiring of appointee is contingent upon adequate funding being budgeted for the position.

NOTE: If position being requested is not authorized in the budget, an authorization number must be obtained from the vice president for Fiscal Affairs before any recruiting or hiring action is taken.

VP for Business and Finance Date

University President Date

SUBMIT THIS FORM TO THE OFFICE OF HUMAN RESOURCES AFTER ALL SIGNATURES ARE AFFIXED.

DIRECTOR OF TEACHER CERTIFICATION

JOB TITLE: DIRECTOR OF TEACHER CERTIFICATION

LOCATION: ALABAMA STATE UNIVERSITY

DATE: August 25, 2014

POSITION DESCRIPTION:

Under general supervision of the Dean of the College of Education, the Director of Teacher Certification assists those seeking certification, re-certification, and/or teaching or leadership endorsements. Review candidates for unconditional admission and verify that candidates have met all requirements for graduation.

SUPERVISOR: Dean of the College of Education

DUTIES AND RESPONSIBILITIES:

- Reports to the Dean of the College of Education
- Supervises the work of the Assistant Director of Teacher Certification and the Administrative Secretary for the Department
- In cooperation with the Department Chairpersons, coordinates student completion of state-approved teacher education programs.
- Ensures University compliance with state requirements in teacher education and certification.
- Conduct degree audits for College of Education graduation candidates.
- Answers routine inquiries regarding teacher certification and degree requirements.
- Processes applications from students seeking teacher certification, evaluates transcripts, reviews academic records, test scores, experience, and ABI/FBI background clearance, and makes appropriate recommendations.
- Performs any other duties that may be assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent knowledge of Alabama requirements in teacher education and certification is essential. The successful candidate must have the ability to interpret transcripts and conduct degree audits; proficiency in PeopleSoft, Blackboard and the Legacy Systems is required. Additionally, this position requires the ability to acquire ABI/FBI background clearance, and compose and prepare accurate reports, records, and correspondences.

MINIMUM TRAINING AND EXPERIENCE:

A master's degree with at least three years of experience relevant to the requirements

SALARY:

Commensurate with experience

STARTING DATE:

Immediately following the selection and approval of a candidate

**ALABAMA STATE UNIVERSITY
MONTGOMERY, ALABAMA 36101
REQUEST FOR AUTHORIZATION TO FILL VACANCY**

PART I—APPLICATION

The undersigned hereby apply for the following position(s):

- A. Title and/or Rank: Associate Dean of the College of Education
- B. Type of position: (x) Full-Time () Part-Time () Other (specify)
- C. Account and position number: 13000
- D. College/School/Administrative Unit: College of Education
- E. Department/Curriculum: Dean's Office
- F. Position Description: The successful applicant will assist the dean in carrying out the mission and achieving the vision of the college and work collaboratively with department chairs and others throughout the university to support the mission of the College of Education and the University. The successful applicant will report to the Dean for the College of Education and is responsible for assisting departments and interdisciplinary programs within the College in developing curriculum proposals; overseeing the College's accreditation processes, guiding the design of all programs to exceed national (NCATE) and state standards, preparing, preserving, and presenting program documentation; representing the College in overseeing the movement of its curriculum through university committees; keeping departments informed of the schedule for program planning and assessment, NCATE, and other reviews; coordinating College of Education class scheduling; serving as a resource person in the preparation of the self-study; serves as the initial college point of contact for unresolved student grievances; coordinating the work of the Teacher Education Assessment Intervention Committee and Teacher Education Advisory Committee and will represent the Dean within the college, across campus, and to external constituents as needed.

- G. Specific qualifications **Required**, if any; **Applicants must possess the following:**
(These qualifications are visible in the application field either as a document or noted on the application/resume' and are verifiable. This must match the listed qualifications on the current job description.) **Attach Current Job Description to this form for processing.**

1. Terminal degree
2. Credential to qualify for the rank of associate or full professor in one of the departments within the College of Education
3. P-12 teaching experience with state and national teacher education accreditation processes
4. Demonstrate strong writing, speaking and technology skills are required or an equivalent combination of education experience.
5. Demonstrated commitment to diversity, equity, and educational opportunity
6. Demonstrated success in fostering collaboration and effective team work within an academic environment
7. Other relevant experience and training that provide necessary skills will be considered.

- H. Reason for vacancy? To replace Dr. Charlie Gibbons
Proposed Beginning Date: Immediately following selection & approval Months of Service: 12

Proposed Salary: Competitive Source of Funding: General

- I. Recruiter(s): Dr. Doris P. Screws, Dean of the COE Ext. 4250

J. APPROVAL: Doris P. Screws

Date

Dean

8/28/2014

Authorization to Fill Vacancy

PART II—AUTHORIZATION

Authorization is granted for the position and recruitment on the reverse side as follows:

- A. Title and/or Rank: Associate Dean
- B. Type of position: Full time
- C. For College/School/Department: College of Education
- D. Beginning Date of Service: Immediately following selection & approval Months of Service: 12

Authorized Salary: Competitive Source(s) of Funding: General

Authorized Recruiter(s): Dr. Doris P. Screws, Dean of the COE Ext: 4250

E. Authorized by: **(Signatures Required):**

_____	Date	_____	Date
Dean		Area Vice President	
Account and Position # _____		_____	Date
		Provost/Vice President for Academic Affairs	
		_____	Date
		Executive Vice President /COO	

REMARKS: Actual hiring of appointee is contingent upon adequate funding being budgeted for this position.

_____ Date
Vice President for Human Resources

NOTE: If position being requested is not authorized in the budget, an authorization number must be obtained from the Vice President for Fiscal Affairs before any recruiting or hiring action is taken.

Date of Authorization: _____
_____ Date
Vice President for Fiscal Affairs

_____ Date
University President

**ALABAMA STATE UNIVERSITY
MONTGOMERY, ALABAMA**

Job Description

Position Title: Academic Department Chairperson and Associate Professor of Health Education or Physical Education

Function

Under general supervision serves as chief administrator of an academic department; directs plans, coordinates all activities within that department, and teaches appropriate departmental courses.

Duties and Responsibilities

- Reports to the dean of the College of Education and supervises the work of all faculty members and staff in the department.
- Assists the dean of the College of Education in formulating and administering instructional and curriculum policies.
- Develops and revises courses, ensures that current course syllabi have been prepared and incorporates methods for improving instruction.
- Transmits course objectives and departmental reports to the appropriate dean.
- Promotes the preparation of grant proposals to fund departmental programs, assists in administering grants awarded to support departmental programs.
- Supervises the preparation of material pertaining to the department that is published in the university catalog.
- Identifies the need for new positions or replacements in the departmental faculty; recommends the appointment of persons to fill these vacancies.
- Evaluates the performance of faculty members in the department and recommends their renewal, nonrenewal, promotion and/or tenure.
- Prepares class schedules, makes faculty assignments, and ensures an equitable distribution of faculty work load within the department.
- Coordinates the development of student competencies that are relevant to the objectives of the department and the college of education.
- Ensures that students majoring in the department's programs receive proper academic advising.
- Determines the need for departmental supplies, equipment, and library materials and ensures that these materials are obtained.
- Prepares the departmental budget in consultation with the dean of the college and university financial planners and ensures that the approved budget properly administered.
- Teaches courses not to exceed the maximum number of credit hours prescribed for academic departmental chairpersons.
- Performs related academic/administrative duties that may be assigned by the dean of the college.

ALABAMA STATE UNIVERSITY OFFICE OF HUMAN RESOURCES
REQUEST FOR AUTHORIZATION TO FILL VACANCY

PART I – APPLICATION

The undersigned hereby apply for the following position(s):

A. Title and/or Rank Chair, Department of Curriculum and Instruction

B. Type of position: Full-Time Part-Time

Other (specify) Associate Professor or Professor of Education

C. Account and position number _____

D. College/School/Administrative Unit College of Education

E. Department/Curriculum Curriculum and Instruction

F. **Specific qualifications** required, if any; **Applicants must possess the following:** (These qualifications are visible in the application file either as a document or noted on the application/resume and are verifiable. This must match the listed qualifications on the current job description.) **Attach current job description to this form for processing.**

A full-time, tenure-track position; Chair, Department of Curriculum and Instruction; teach undergraduate and graduate courses in curriculum and instruction. Applicant should have an earned doctorate in education, University experience, and a minimum of three (3) years public school teaching experience in P-12 setting.

Qualifications desired or preferred (Not required): _____

G. Reason for vacancy? Replacement for Dr. Parichart Thornton

H. Proposed Start Date August, 2014 Months of Service 9 months

Proposed Salary \$ Negotiable Source of Funding General

I. Recruiter(s) Dr. Joyce Coleman Johnson, Dr. Doris Screws Ext. 229-4485

J. APPROVAL: Joyce C. Johnson
Department/Division Chairperson

Doris P. Screws
Dean/Director

4/18/2014
Date

4/18/2014
Date

PART II – AUTHORIZATION

Authorized by (Signatures Required):

Area Vice President

Date

-OR-

Executive Vice President/COO

Date

Provost/VP for Academic Affairs

Date

REMARKS: Actual hiring of appointee is contingent upon adequate funding being budgeted for the position.

VP for Human Resources

Date

NOTE: If position being requested is not authorized in the budget, an authorization number must be obtained from the vice President for Fiscal Affairs before any recruiting or hiring action is taken.

VP for Business and Finance

Date

University President

Date