



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Department Chair (Physics)
Department:	Physics
Reports To:	Dean for the School of Arts & Sciences

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Provide strategic leadership, managing faculty and staff, developing and overseeing the curriculum, promoting research, and ensuring high educational standards. The role requires a Ph.D. in physics or a related field, demonstrated leadership ability, and a commitment to teaching and research excellence.

Examples of Duties and Responsibilities:

- Provide strategic vision and leadership for the department's future.
- Manage faculty and staff, including recruitment, mentoring, and professional development.
- Oversee the development and implementation of the Physics curriculum.
- Promote a research-oriented environment by supporting faculty research and helping secure funding.
- Serve as the primary liaison between the department and the dean or other university administration.
- Evaluate teaching effectiveness and set academic goals for students and staff.
- Mentor faculty members and support their scholarly activities.
- Encourage and support student success, recruitment, and retention initiatives.
- Provide academic advisement, and teach (2) classes per semester.
- Manage the department's budget and resources.
- Facilitate departmental meetings and represent the department in university-wide forums.
- Oversee strategic planning, curriculum review, and the assessment of academic programs.
- Collaborate with other departments to promote interdisciplinary studies.

Knowledge, Skills and Abilities:

Tenured faculty position, often at the Associate or Full Professor rank.

Demonstrated success in research, including publications and grant funding.

Experience in leadership, administration Commitment to teaching excellence and innovation at all levels.

Minimum Hiring Standards:

Education	Ph.D. in Physics or a related field.
Years of Experience	1 or more year experience of research and/or teaching since Ph. D.
Years of Management/Supervisor Experience	7 years or more

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