



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE	Chairperson of the Computer Science Department
PERSONNEL STATUS:	PIN/Faculty
DEPARTMENT:	Computer Science
OPEN DATE:	November 6, 2018
CLOSING DATE:	Open Until Filled

Responsibilities: The Chairperson is expected to engage in a wide variety of duties and creative endeavors, including scholarly research, program development, grantsmanship, student advisement and supervision of student projects; Chairperson's teaching load is approximately 50% of the regular full-time teaching load; continually monitors the departmental budget and adjusts expenditures and allocates resources accordingly; as needed, the Chairperson conducts interviews and prepares contracts for adjunct instructors, teaching/research assistants and tutors; responds promptly to all job-related written communications, including e-mail; every semester (Fall, Winter, Spring, Summer) the Chairperson compiles a comprehensive and detailed schedule of classes, including meeting times and locations and the names of specific instructors and TA's and RA's. The Chairperson is responsible for evaluating courses offered by other institutions to determine conditions of transferability and equivalence; responds promptly to all student requests regarding course registrations; continually monitors and approves work-time and payment records for all tutors, TA's/RA's and other contingent personnel; cultivates close ties with other institutions and state-wide associations, including representatives from USM, SMG and CUSF; evaluates all curricular and programmatic proposals originating within the department; composes the Departmental Annual Report.

Qualifications: Ph.D. in Computer Science or closely related area required. Minimum five (5) years' experience as a tenured full-time faculty member at a 4-year degree-granting institution in the USA. Excellent oral and written communication skills are absolutely essential qualifications for this position. Knowledge of the current practices, trends and opportunities in the profession, and engagement with the community. BSU seeks a dynamic leader-scholar to move the Department of Computer Science to its next level of excellence and innovation in academic programs and research. A substantial record of research and successful experience in the role of academic program coordinator, supervisor or director are strongly preferred.

Condition of Employment: Standard conditions which apply to all regular full-time tenured and full-time tenured track faculty as described in the BSU faculty handbook.

APPLICATIONS: Interested and qualified applicants should submit two copies of a resume/curriculum vitae, cover letter, and teaching philosophy, official transcript(s), along with a faculty application and at least three (3) letters of reference, recent teaching evaluations. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715**

JOBS@bowiestate.edu

Bowie State University is an Equal Opportunity/Affirmative Action Employer

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU Faculty application, go to <https://www.bowiestate.edu/files/resources/bsu-faculty-teaching-application-form-revised-9-14.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.