



Opening for Chair of Business Department

Lincoln College-Normal (LCN) invites applicants to apply for the position of Division Chair for Business Department. This is an academic administrative position with some teaching responsibilities. Located in Normal, Illinois, LCN is a private, bachelor degree granting college, and is a branch campus of Lincoln College, in Lincoln, Illinois. Lincoln College, chartered in 1865, is fully accredited by the Higher Learning Commission of the North Central Association. Additionally, the Bachelor of Business Administration program is accredited by the International Assembly for Collegiate Business Education (IACBE).

The successful candidate will be energetic, creative, and will have a strong commitment to growing the business programs. Additionally, the candidate should be eligible for appointment and tenure at the rank of full professor. The successful candidate will also have the following:

- a minimum requirement includes a Ph.D in business administration or related field;
- evidence of successful undergraduate teaching of diverse student populations, including both traditional and adult/non-traditional learners, in traditional, accelerated, blended and/or online delivery formats;
- experience in the development of program curriculum and strong commitment to teaching and student success;
- familiarity with assessment of programs and student learning outcomes;
- experience teaching a variety of business courses and participation in the development of the business programs, additionally, the ability to work well in a small, collegial environment;
- experience with budgetary responsibilities and strategic planning for enrollment growth;
- experience in recruiting, hiring, observing and evaluating faculty.

The administrative responsibilities for this 12-month position include strategic planning for programs, partnering with community colleges, enacting and improving recruitment and enrollment strategies, maintaining the departmental website, and scheduling of course rotations for classes for the department.

The anticipated starting date for this position is July 1 or sooner. The position is open until filled. Salary will be determined by the candidate's qualifications and teaching experience.

For full consideration, submit the following as e-mail attachments or mail:

- a cover letter providing contact information and addressing the expected qualifications in this announcement;
- a curriculum vitae;
- contact information, including e-mail addresses and phone numbers for a minimum of three academic/professional references; and,
- unofficial copies of transcripts (official transcripts will be required if offered the position).

Submit these materials to mutt@lincolncollege.edu (Microsoft Word or PDF are preferred as e-mail attachments).

If you have questions you may contact: Ms. Christina Nutt, Associate Dean of Academics and Chair of Search Committee, Lincoln College Normal, 715 W. Raab Rd., Normal, IL 61761, 1-309-268-4904.

Lincoln College is an equal opportunity employer.