Title: Program Chair, IT (Assistant/Associate Professor)  
Department: Business  
Reports to: Department Chair, Business

Position Summary:
The Program Chair for Information Technology holds primary responsibility for curriculum development, faculty hiring and supervision, instruction, and student advising for the Associate of Applied Science (ITA) and Bachelor of Science in Information Technology (ITB) Programs. The Program Chair will also contribute to such activities for the Business Department.

Teaching/Advising/Curriculum/Research Responsibilities:

- Teach three courses each Fall and Spring semester (six courses per year) in IT and related Business subjects.
- Provide academic advising to the students in the IT, Management Information Systems, and related programs.
- Assist with curriculum development for the IT Programs and Business Department.
- Collaborate on Learning Outcomes Assessment for the IT and Business programs.
- Review potential IT and Business course texts as part of the department’s textbook adoption process.
- Assist with departmental initiatives for student recruiting and outreach.
- Assist with the development of the College’s library holdings in IT and Business.
- Contribute to discipline-specific and/or pedagogy-focused scholarship.
- Recruit, supervise, and develop adjunct faculty in conjunction with the Department Chair.

Administrative Responsibilities:

- Build on existing employer relationships and develop additional external avenues for internships, placement, and educational initiatives.
- Establish an IT Program Advisory Board of local corporate and academic partners to aid in curriculum development, positioning, and placement.
- Attend College-wide functions, including:
  - Graduation Ceremony (one Thursday per year).
  - Two First Year Experience (FYE) sessions per year.
  - Registration Days.
  - Admissions Open Houses and Accepted Students Days.
- Assist with faculty development initiatives.
- Participate in College-wide committee work, including Faculty Senate, Curriculum, Academic Standing & Integrity, and Scholarly Activities Committees.
- Assist Department Chair with administrative responsibilities as needed.
- Complete and implement an annual Individual Development Plan.

Qualifications:
The Program Chair should hold an earned doctorate in Information Technology, Management Information Systems, or a closely related field; candidates who are currently pursuing doctoral degrees may also be considered. The successful candidate will possess prior college-level teaching experience, professional experience in the IT field, and an understanding of employer needs and their relation to postsecondary training.
Interested, qualified candidates should forward their resume/cv, three professional references and a cover letter to: Dr. William Carroll, Vice President of Academic Affairs at wcarroll@baystate.edu

Bay State is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.