

The Department of English and Technical Communication at Missouri University of Science and Technology (Missouri S&T) invites applications for the position of Department Chair of English and Technical Communication to start August 2025. The workload division for the position is as follows: 50% administration, 20% research, 20% teaching, and 10% service. The successful candidate will be expected to support undergraduate and graduate programs and teach one course each semester.

As the chief academic officer and primary representative of the Department of English and Technical Communication, this position will report to the Vice Provost and Dean of the College of Arts, Sciences, and Education. In consultation with department members, the Chair leads the Department by:

- Promoting excellence in teaching, research, and service amongst faculty members, including the Chair's own teaching and research activities.
- Acting as an advocate for the mission of the department to the University administration and other external entities.
- Mentoring the faculty and staff within the Department towards successful advancement including the attainment of promotion and tenure, and successful post-tenure review.
- Coordinating the scheduling of courses and the distribution of advising responsibilities to ensure curriculum requirements are met and students are guided to successful degree completion.
- Managing the budget, overseeing expenditures, maintaining accurate records, and ensuring sound fiscal policies and procedures.
- Building strong relationships with other campus units and leaders.
- Working with faculty to develop and work towards short-term and long-term goals for the Department.
- Organizing and presiding at department meetings, working with the College to determine salary increases, delivering annual performance evaluations, coordinating leaves of absence, space planning, facilities and equipment management.
- Assisting with the recruitment, hiring, and development of new faculty when there are position openings in the Department.
- Liaising with the student body by responding to student petitions, degree applications, complaints, requests, etc.
- Supervising new student recruitment and retention of majors.
- Working with department faculty to maintain a respectful and inclusive work environment.
- Developing, updating, and distributing written policies regarding workload and job descriptions of all department faculty and staff; standard operating procedures; and other documents useful for consistent long-term management.
- Completing other duties as determined by the CASE Dean, the Provost, and the Chancellor.

Minimum Qualifications

Candidates must have a Ph.D. in English, technical communication, rhetoric, writing studies, or a related discipline and hold a tenured faculty appointment at Missouri S&T at the rank of associate professor or professor.

Other requirements include demonstrated competence in teaching, appropriate research and publication record, potential for leadership and competence in the administrative tasks expected of the Chair, and excellent communication and human relation skills.

About the Department

The Department of English and Technical Communication is a multi-disciplinary department, boasting expertise in the fields of English, technical and professional communication, rhetoric, linguistics, creative writing, speech and media studies, and English as an additional language. We offer an innovative B.S. in English and technical communication that allows students to select modular foci tailored to their post-graduation interests as well as an M.S. and graduate certificate in technical communication.

The department currently has 21 full-time, ranked faculty, including 7 non-tenure track assistant and associate teaching professors, 9 tenured full professors, 2 tenured associate professors, and 3 tenure-track assistant professors. We are especially interested in candidates who are willing and able to help early-career faculty transition into the role of tenured professor. Additional information on the department and faculty research interests is available at <https://english.mst.edu/>.

How to Apply

Interested applicants should apply and submit materials online at <https://hr.mst.edu/careers/> (position number: 00093851). Required application materials include a detailed curriculum vitae and a cover letter that specifically addresses the following:

- Prior administrative experience, including budgeting and data management;
- Leadership philosophy, including the topic of mentorship; and
- Future vision and goals for the department.

Any questions should be directed to the Chair of the Search Committee, Sarah Hercula (herculas@mst.edu).

Review of applications will begin **March 17, 2025**, and the search will remain open until the position is filled.