



**Job Number 1709016**

## Department Chair, Agricultural Sciences

Open until filled.  
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### Position Information

<b>Location</b>	Elgin Campus
<b>Hours</b>	8 am - 5 pm, Monday-Friday with some evening and weekend obligations based on teaching schedule and other duties as assigned.
<b>Salary</b>	Salary is assigned according to the Full-Time Faculty Salary Scale.
<b>FLSA Status</b>	Exempt
<b>Reports To</b>	Dean of Design, Manufacturing, Construction, and Applied Technologies
<b>Criminal Background Check</b>	Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

### General Statement of Job

Provides academic leadership, management, and overall coordination for the Agricultural Sciences area, serves as the budget authority for the Agricultural Sciences Department, represents the Agricultural Sciences Department on college councils, committees, and in college processes, as appropriate, uses a collegial process to facilitate departmental decision making, and provides a College-wide instructional leadership environment conducive to student success.

### Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Provides leadership in developing, evaluating, and maintaining a curriculum that responds to community needs, prepares students for success and meets the stated requirements of THECB, SACSCOC, and,

- where appropriate, other accrediting bodies. Workforce department chairs will lead in the effort to respond to local workforce needs. Facilitates Advisory Committee Meetings.
2. Instructs students in the Agricultural Sciences AAS and AS courses in accordance with College policies and procedures, including advising students, maintaining office hours, assisting with registration, serving on College committees, maintaining professional competence, participating in professional development, and participating in required College activities.
  3. In the area of Curriculum/Instruction, ensures unit plan development (OIE), GIPWE/ACGM/SACSCOC/Co-Board guidelines compliance, oversees departmental internship/practicum program, and coordinates textbook selection. May, in conjunction with another level of authority plan, develop, and evaluate curriculum, ensure instructional program planning (Master Plan), ensure continuous quality improvement in all courses and programs, ensure Course Master Syllabi compliance, and evaluate faculty credentials.
  4. In the area of Facilities, addresses safety issues, assigns classrooms in conjunction with campus managers, Continuing Education, and Veterinary Technology Department.
  5. In the area of Management, develops and approves final course schedule (in consultation with department personnel). Makes faculty assignments, approves Distance Learning assignments, maintains eligibility list, hires, supervises, and evaluates lab assistants. Provides leadership for and approves professional development activities for departmental faculty and staff. Selects and supervises Assistant Department Chairs on an annual basis (as applicable). Develops budget, orders instructional supplies, facilitates department meetings, makes and reviews updates to college catalog. May, in conjunction with another level of authority, monitor faculty LEH workloads, recommend canceled classes, monitor office hours, supervise and evaluate site-based support staff, Full-Time and Adjunct faculty, monitor performance improvement, request new faculty positions, recommend members of interview committee for full-time faculty positions, recommend new Full-Time faculty to Dean and Vice President for final approval, prepare and/or oversee the preparation of required reports (including budget recommendations, student follow-up, release time/stipend reports, faculty LEH, and accreditation reports), oversee approved instructional and operating budgets for assigned areas and functions, and order equipment.
  6. In the area of Student/Faculty Issues, approves administration of Course Challenge exams, approves grade change requests, and processes incomplete grade changes. May, in conjunction with another level of authority, approve course substitutions/waivers, address student complaints against instructors, review and resolve on-site student and faculty issues, serve as contact for Registration/Add-Drop issues, approve class limit override and informal class transfers, and address employee complaints against supervisor.
  7. Serves in the role of academic fieldwork coordinator and is responsible for the program's compliance with the fieldwork requirements of the program as outline by the accrediting body. May delegate responsibilities as needed.
  8. Coordinates and works closely with Continuing Education Sustainability Agriculture Program.
  9. Manages Department grants and contracts, including USDA NIFA HSI Grant. Ensures all grants and contracts are implemented accordingly. Writes grants and grant renewals to support program goals.
  10. Integrates applicable labs and makes use of existing Elgin campus farm and facilities for hands on and experiential learning opportunities.

## Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of effective instructional techniques and innovative modes of course delivery adaptable to a variety of learning styles.
- Supervisory practices, principles, and methods.

- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- College programs, services, and strategic directions.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Multicultural education programs and systems; sensitivity to issues relating to a diverse student body.
- Knowledge of, and capability to use, current technologies in the classroom course content.
- Extensive knowledge of the discipline, subject matter, and related and/or relevant topics and issues in the teaching discipline.
- Familiarity with the technologies used in varying scales of agriculture.
- Expertise in scientific principles of agriculture including sustainable agriculture systems.

## Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule which may vary by semester and include some evenings and weekends and multiple campus locations.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Supervising and coordinating activities of subordinate personnel.
- Planning, prioritizing, and problem-solving.
- Planning and managing budgets and manpower needs.
- Ability to lead, provide team building and a strong customer-orientation when working with diverse students, faculty, administration, community and business leaders.
- Effectively instruct students of diverse backgrounds.

## Technology Skills

- Demonstrated proficiency using standard office software applications.
- Proficiency using online resources, and other technologies for the classroom and online learning as well as to develop and build course content and perform administrative duties (posting office hours, syllabi, grades, etc.).

## Required Work Experience

- Minimum of three years non-teaching work experience in a related agricultural sciences field.

## Preferred Work Experience

- More than three years non-teaching work experience and demonstrated ability to teach effectively at

the community college level.

## Required Education

- As required for faculty. SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at <http://www.austincc.edu/faculty/credentials/>.
- Must be qualified to teach both Transfer and Workforce Agricultural Sciences courses.

## Preferred Education

- Graduate hours in Food Systems, Sustainable Agriculture, and/or Ecology.

## Special Requirements

Licenses/Certifications; Other

- Reliable transportation may be required for teaching in multiple campus locations.
- Valid Texas driver's license and reliable transportation for local Austin area travel.

## Other Preferred Qualifications

- Experience using Blackboard and other online technologies and resources.
- Reliable transportation may be required for teaching in multiple campus locations.

## Physical Requirements

- Manual dexterity and physical ability to use and demonstrate techniques and applications of tools, equipment, and machines in related industry.
- Work is performed in a classroom and office setting, with routine outdoor exposure on uneven terrain.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Must be able to lift up to 50 pounds without assistance.
- Ability to communicate effectively with students.

## Safety

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.

## Information for This Posting Only

- The Elgin campus farm includes a 3-acre market garden and 12-acres of pasture.

## ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

## Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.