

Chair, Fashion Design & Merchandising Stevenson University

Summary:

The Department Chair for Fashion Design & Merchandising provides strategic academic and operational leadership necessary to effectively innovate, manage, develop, deliver and assess two fashion undergraduate programs in the School of Design (SOD) in accordance with School and University strategies, policies, and procedures. Responsibilities also include, but are not limited to, preparing and managing budgets; hiring, training, evaluating and mentoring faculty; undergraduate teaching (usually six credits per semester) and student advising; recruiting and external outreach; sustaining scholarly activities; and providing service to the University. The Department Chair also fulfills all responsibilities of a full-time faculty member as defined in the Stevenson University Policy Manual. Other responsibilities include off-campus, evening, and weekend duties as assigned.

Department: School of Design: Fashion Design

Education/Experience:

Master's degree in Fashion Design, Fashion Merchandising, Apparel Consumer Behavior or in a related field (Doctorate or M.F.A. preferred), plus a minimum combination of eight years of college-level teaching and professional fashion industry experience with a demonstrated ability to build a regional network in the fashion industry to create opportunities for students in the degree programs and to elevate the profile of the University as a fashion industry partner. Experience building, rebuilding, or expanding fashion-related academic programs highly desirable.

Knowledge/Skills/Ability:

Industry knowledge of fashion design and merchandising.

Well-versed in the global business of fashion.

Record of creating and/or developing programs in the field of fashion design and/or merchandising.

Established knowledge of current fashion design and merchandising curricula.

Ability to envision and realize a dynamic, engaging, strategic, and multidisciplinary approach to fashion design and merchandising that reflects market needs, aligns with industry standards, and anticipates future directions.

Demonstrated supervisory skills related to faculty development: coaching and counseling; planning, monitoring, and appraising faculty annually; conducting training; and providing guidance on all University systems, policies, and procedures.

Excellent oral and written communication skills.

Proven collaboration, communication, and interpersonal skills needed to build relationships with faculty, department chairs, deans, and other internal and external stakeholders.

Demonstrated ability to perform multiple functions.

Ability to work collegially and collaboratively with diverse teams of faculty, staff, and other program directors sharing time, ideas, equipment, resources, and space.

Demonstrated commitment to excellence in teaching and enhancement of student academic achievement, including knowledge of and experience with program and curriculum assessment.

Proven ability to develop effective course materials, syllabi, lesson plans, lectures and workshops for students or faculty.

Ability to develop and maintain a professional network including actively cultivating industry relationships by participating in professional organizations.

Supervisory skills: strong interpersonal and organizational skills.

Commitment to scholarly activity and professional development pertaining to fashion industries to maintain currency in the field.

Ability to recruit, coach, manage, support, and develop faculty.

Commitment to advising, mentoring, and guiding students preparing for graduate school admission and careers in diverse fashion fields.

Proven record of integrating technology in the classroom and in daily activities.

Demonstrated knowledge of classroom and office technology, including proficiency in Microsoft Office applications, Blackboard or similar teaching platform, and Adobe CreativeSuite. Database management and other skills are valued.

Knowledge of CAD .

Experience working with underrepresented students and students from at-risk backgrounds.

Ability to work with and advocate for concerns of students and colleagues of diverse backgrounds.

Knowledge and ability to manage a departmental budget, fund balances, and related fiscal activities ensuring sound fiscal practices are followed.

Ability to travel as needed.

Ability to work evenings and weekends as needed.

Physical Requirements:

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of sewing machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes. Position requires the ability to speak clearly and effectively, while sitting or standing for an extended period of time. Sitting, standing, walking, talking, hearing, keyboarding, and repetitive motions. Position requires additional hours for meetings and events, including evenings and weekends.

Essential Functions:

Administrative Activity

Works under the supervision of the Dean of SOD and other campus leaders to meet the goals of the University and the School of Design.

Responsible for leading, managing, coordinating, and assessing two undergraduate fashion degree programs and related general education courses according to Stevenson University policies and procedures.

Coordinate assessment of student learning including developing and implementing assessment plans, writing reports, leading periodic program reviews, and making recommendations for changes or additional support needed to ensure continual improvement.

Perform supervisory responsibilities including recruiting, hiring, coaching, managing, monitoring, and evaluating full and part-time faculty.

Build reputation of fashion students, faculty, programs, and activities at Stevenson University.

Schedule classes and assign teaching responsibilities.

Foster an inclusive and collaborative work environment and maintain high professional standards, both inside and outside the classroom.

Maintain professional relationships and bring together different opinions to advance the missions of the SOD and the University.

Coordinate and develop a strong internship program in cooperation with other SOD internship coordinators and Career Services.

Collaborate with Career Services and the Industry Specialist in SOD to support students in preparing for life after Stevenson.

Coordinate faculty participation in open houses and other outreach and recruiting activities.

Serve as the first point of contact for students, faculty, staff, and others regarding questions, complaints, and issues with university policies and procedures as they relate to the department's programs.

Coordinate annual fashion show and other relevant student showcases.
Cultivate an advisory board to assist with curricular assessment and long-term planning initiatives.
Promote students, faculty, programs, schools, and the University to prospective students and parents, internal and external stakeholders, professional partners, and future employers.
Participate in recruitment activities including, but not limited to, participating in scheduled information sessions, open house, and freshmen and transfer registration sessions.
Manage budget including anticipating needs and advocating for additional resources.

Instructional Activity

Engage in instructional activity totaling 12 contact hours per calendar year.
Teaching responsibilities that include primarily time spent in face-to-face or online courses and in immediate preparation for them; maintaining and improving competence in subjects taught, preparing teaching materials; conferring with students on course materials; directing individual and group studies; reviewing projects and papers; evaluating assignments and examinations or presentations; supervising independent study projects; and submitting grades. Stevenson University uses the Blackboard course management system.
Evaluate, update, and revise courses regularly.
Participate in the assessment activities of the program, Schools, and University.
Teach and/or administer first-year seminar course.
Conduct student advising activities including time spent providing students with support, resources, and/or recommendations regarding personal, academic, curricular, career and/or graduate school matters.

Scholarly Activity

Develop and maintain independent intellectual pursuits—including research or creative projects—that enhance teaching effectiveness.
Attend professional conferences, workshops, meetings, and talks related to professional interests including those of professional societies.
Pursue internal and external funding sources to support scholarly activity.

Service Activity

Serve as primary contact, internally and externally, for the fashion design and fashion merchandising programs.
Attend all faculty, staff, University, and SOD meetings.
Attend SOD commencement exercises.
Serve as an academic advisor to students.
Serve on SOD and University committees
Participate in SOD and University events.
Serve in a collegial fashion in accordance with professional and ethical principles when dealing with other faculty members, students, administrators and members of the public.

Reports To: Dean, School of Design

Work Location: Owings Mills North (20)

Position Category: Faculty

Position Type: Full-Time Faculty (10 months, 500500)

Months/Year: 10

Hrs/Week: 40

FLSA: Exempt

Close Date: 3/20/2017

Open Until Filled: No

To be considered for this position please visit our web site and apply on line at the following link:

<http://apptrkr.com/956692>

EOE/AA Employer of Minorities/Females/Veterans/Disability