

Official Title: Associate Chair (assigned specialty)

Pay Schedule: AD-07

PD#: F0055

A. Summary:

Associate Chairs report to the Chair of an academic department, group or area. Associate Chairs are delegated a portion of the Chair's responsibilities for programs, personnel, of administration. In their area of responsibility, Associate Chairs plan and administer the educational, research, personnel, and budgetary activities of their respective department or group. They provide academic service to NPS; and serve the broader academic community. In their area of responsibility, Associate Chairs provide leadership across the program, department, school, and campus in a variety of roles, and significant off-campus service to the DoN and others. (Example Associate Chair areas of responsibility include: Instruction, Research, Distance Learning, Operations.)

B. Duties:

- Organizes, manages, budgets, and governs their department/group to carry out the educational policies of the school and to accomplish the objectives of the various curricula;
- Coordinates with program sponsors to assure the continuing Naval relevance of programs;
- Assures that the department or group complies with relevant policies and regulations including safety, security, human resources, contracting, and fiscal requirements;
- Plans and supervises education and research programs to support the mission of the school, and coordinates these programs with the Chair;
- Represents their department/group in academic and administrative matters, including the annual Promotion and Tenure activities;
- Guides course development and the preparation of the education program of the department;
- Evaluates course instruction to ensure effective presentation in accordance with approved education requirements and syllabi;
- Supports and implements WUASC accreditation standards and, if applicable, the specialty accreditation standards of the department;
- Maintains familiarity with related activities at civilian educational institutions and technical and industrial organizations to keep curricula and courses abreast of educational and technical advances;
- Provides academic advice, service, or consultation to Naval and Defense activities, and to others as required based on disciplinary expertise, with knowledge leveraged to improve NPS' capability, curricula, programs, and student theses/learning; and
- Performs other duties commonly understood to be chair duties, as required.

C. Supervisory Duties:

This position is supervisory and will provide both technical and administrative supervision to assigned employees. Administrative supervisory duties include most or

nearly all of the following authorities and responsibilities: Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Evaluate work performance of subordinates; Give advice, counsel, or instruction to employees on both work and administrative matters; Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identify developmental and training needs of employees, providing or arranging for needed development and training; Find ways to improve production or increase the quality of the work directed; Develop performance standards.

D. Scope of Duties:

Associate Chairs lead portions of the academic enterprises at the program and department level, and provide significant external services to DoN activities, DoD activities, and professional organizations. Associate Chairs may engage with students who are located at duty stations across the world as well as at Monterey.

E. Minimum Qualifications:

- A doctoral or other technical degree in a discipline relevant to the school;
- At least three years of experience in an academic management position (e.g., Assistant Chair, Academic Department Chair, Academic Group Chair, Academic Unit Director, Academic Program Director, Academic Associate, Program Manager) in one or more accredited institutions of higher education or equivalent experience; and,
- Significant accomplishments in education, research and/or service commensurate with appointment as a tenured faculty member.

Upon the recommendation of the Provost and with the approval of the NPS President, a waiver may be granted, **prior** to the initiation of the search process, and the following included as an alternative for the qualification requirements:

- A master's degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O-5 or higher), or as a senior manager at the department/ division head level in a university or other large and diverse organization.

F. Special Requirements: Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.