

Official Title: Chair (assigned specialty)

Pay Schedule: AD-09

Non-Tenure/Tenure Track

- A. Summary:** Chairs of academic departments, groups or areas plan and administer the educational, personnel and budgetary activities of their respective department, group or area. They provide academic service to NPS; and serve the broader academic community. 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. Chairs interact professionally in a variety of national and international fora.
- B. Duties:** A chair
- 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;
  - plans and supervises education and research programs to support the mission of the school, and coordinates these programs with the school dean;
  - represents their department/group in academic and administrative matters, including the annual Promotion and Tenure activities;
  - guides course development and the preparation and maintenance of a journal for each department/group course that is taught, as well as coordinating and submitting textbook requirements;
  - evaluates course instruction to ensure effective presentation in accordance with approved syllabi, coordinating grading practices, and ensuring grades for each student are submitted to the Registrar within prescribed time limits;
  - 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; and
  - performs other duties commonly understood to be chair duties, as required.
- C. Scope of Duties:** Chairs are the supervisor for all assigned faculty and staff. Chairs lead the academic enterprises at the program and department level, and provide significant external services to DoN activities, DoD activities, and professional organizations. Chairs may engage with students who are located at duty stations across the world as well as at Monterey.
- D. Qualifications:**
- A doctoral or other terminal degree in a discipline relevant to the school or a masters degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O5 or higher) or as a senior manager at the department/division head level in a university or other large and diverse organization.
  - Significant administrative experience (typically 3 years or more) in an academic management or leadership position 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 senior faculty member.
- E. 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.