Official Title: Associate Chair (assigned specialty)  
Pay Schedule: AD-09  

Position Description: F0026  
Tenure Track

Summary: Associate Chairs are deputies 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.)

Duties: Within the area of responsibility, an Associate Chair performs the following functions, as delegated by the 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 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 school dean;
- 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 WASC 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; and
- Performs other duties commonly understood to be chair duties, as required.

Scope of Duties: Associate Chairs may be supervisors, within their area of responsibility. 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.

Qualifications:

- A doctoral or other technical degree in a discipline relevant to the school;
- Prior experience in an academic management position (e.g., 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. (Non-Tenure-Track Position)

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.

Naval Postgraduate School  
Updated: 2 Mar 2016