

Chair Fellow- Job Description and Application

Purpose: The “Chair Fellow” position will support the coordination of services and resources for chairs/program directors and other leadership training opportunities through the CETL office.

Funding of Chair Fellow position: The model for this position would be similar to that of the Faculty Fellow positions that CETL currently uses. The Chair Fellow would provide approximately one day of service to CETL per week in exchange for one course release in the fall and winter (or equivalent). The department would receive funding for the course release.

Rationale and Need: CETL is committed to providing support and resources for chairs/program directors and would like to offer future leadership training opportunities. We currently do not have the available staff resources to meet these needs. We feel it is important to have someone who is experienced and knowledgeable in the role of a chair/program director to offer mentoring and expertise to others.

Job Description: The Chair Fellow would work with the CETL Director and CETL office to:

- Organize and implement Annual Chairs Retreat (in August)
- Organize and implement 2-4 workshops/forums for chairs/program directors each academic semester
- Develop additional resources for chairs/program directors (chair’s manual, recommended guidelines)
- Oversee the Chairs’ Corner Website
- Provide mentoring support to new chairs/program directors
- Support other initiatives as needed

Qualifications:

- Recent (within the past 5 years) chair/program director/administrator- who will not be serving as chair in the coming academic year
- Knowledge and skills in role and responsibilities of chair/program director
- Excellent communication and leadership skills

Application: Due by Wednesday, March 1, 2017 submit to Judy Ableser ableser@oakland.edu

- 1-2 page cover letter highlighting what you can bring to the position and your experience
- CV
- Letter of support from the 2016-2017 chair indicating that a “course release can be granted”

For further information- Please contact Judy Ableser –CETL Director ableser@oakland.edu