

KANSAS STATE UNIVERSITY
College of Business Administration, Manhattan, KS 66506

JOB DESCRIPTION - ACCOUNTING DEPARTMENT HEAD

STARTING DATE: Fall 2014

RESPONSIBILITIES: The Head of the Department of Accounting reports to the Dean of the College of Business Administration (CBA) and is responsible for managing the Accounting undergraduate and graduate (MAcc) programs at the AACSB-accredited institution. The Department Head is expected to maintain a vision for the department that includes outstanding alumni relations, innovative academic programs, and excellent faculty and staff support.

ESSENTIAL FUNCTIONS:

1. Institutional: Serves on college's Administrative Council and other committees as appointed; participates in the development of academic and college policies.
2. Curriculum and Instruction: Provides leadership in planning, coordinating and implementing departmental programs which include evaluation, development, and revision of courses and curricula.
3. Faculty and Staff: Recruits, interviews, and recommends prospective faculty and staff; schedules and assigns teaching loads and other departmental responsibilities to faculty; evaluates faculty performance; makes retention, promotion, and tenure recommendations; administers the hiring agreements in accordance with college and university procedures, encourages and supports appropriate faculty and staff development activities; supervises all departmental faculty and staff.
4. Students: Recruits, advises, and counsels students; evaluates transfer credit; mediates problems between students and faculty.
5. Advancement: Coordinates and directs all activities related to the Department of Accounting Advisory Board. Develops and maintains relationships with alumni, donors, the business communities, and other external and internal constituencies to encourage participation, involvement and investment in activities and programs related to the Department of Accounting and the college. Plans and carries out development activity, planning, and fund raising for departmental scholarships, faculty support, program development, etc.
6. Program Development: Serves as the college lead in promoting, enhancing, and advancing the department's priority initiatives and other college priorities as related to the Department of Accounting.
7. Budget: Prepares, recommends and administers the departmental budget.
8. Teaching: Teaches departmental offerings as time and efficiency of operation permit to include an average load of one course per semester.
9. Research: Maintains minimum standards of research productivity as prescribed in the department's Policy Statement Concerning Annual Evaluations, Promotion, Tenure, Mid-Tenure Review and Reappointment.

ADDITIONAL RESPONSIBILITIES:

1. Performs related duties as assigned.
2. Assists in strategic planning for the college and aligns departmental goals and objectives with that of the college and the university.
3. Liaison: Develops, coordinates, and maintains relationships with internal and external constituencies.