SOFIA UNIVERSITY

3333 Harbor Blvd.	1069 E. Meadow Circle
Costa Mesa, CA 92626	Palo Alto, CA 94303
T: 888.820.1484	T: 888.820.1484
F: 650.493.6835	F: 650.493.6835

Program Chair, Business and Computer Science

Supervisor: Provost and Chief Academic Officer
Location: Costa Mesa or Palo Alto, CA
Classification: 1.00 FTE, Exempt

Sofia University seeks to appoint a Program Chair for the master's programs in Business Administration (MBA) and Computer Science (MSCS). Reporting to the Provost and Chief Academic Officer, the Chair is responsible for academic integrity, operational efficiency and enrollment management for the two programs, both of which have plans for university investment and growth. This full-time position provides leadership to faculty in the design, delivery and assessment of curricula for the two degree programs, represents the programs to the senior administration and external publics, and maintains regular communication with students, applicants and other stakeholders. As part of the Academic team, the Chair sits on the Provost's Council and additional governance committees, endeavors to adhere to policies and practices developed by those bodies, and represents the field and degree programs in business administration and computer science in University planning and policy development. Emphasis is placed on supporting students from recruitment to their degree completion and transition to alum status.

The Chair is located at our Palo Alto, CA campus (though consideration will be given to candidates near the Costa Mesa, CA branch campus).

Essentials Functions and Responsibilities

Administrative, curricular and instructional responsibilities include but not limited to:

- Initiate the planning, articulation, implementation and monitoring of goals and objectives for the two programs, including establishment and attainment of learning outcomes and enrollment targets
- Coordinate the hiring and course assignment of Core and Adjunct faculty, including recruitment and selection, development of program-specific orientation and onboarding, and assistance of Human Resources
- Ensure quality of instruction and a positive student experience across the programs; review quarterly faculty evaluations and conduct classroom observations
- Schedule program classes to meet student needs, fulfillment of the curriculum, budgetary resources, and processes established by the Registrar
- Coordinate the development and updating of syllabi, online course masters, proposals to amend programs
- Lead the assessment of student-learning outcomes and program reviews as scheduled by the Provost
- Participate in the generation of documents suitable to internal and external review, including respectively for Marketing and Admissions and accreditation by WSCUC and other agencies
- Provide consistent monitoring and guidance to faculty in their accomplishment of instructional, service and other assignments
- Advise students on variety of academic and administrative matters and career opportunities
- Identify qualified faculty to serve on University committees
- Teach a combination of face-to-face and online courses in appropriate discipline
- Additional duties as assigned

Minimum Qualifications

- Doctoral degree in Business Administration or Computer Science, or related discipline
- Experience with stages of the enrollment management process, including student recruitment, advising/mentoring, retention and graduation
- Prior teaching and administrative experience
- Familiarity with online education

Preferred Qualifications

- Industry, scholarly and/or teaching experience at the intersection of business, management, information technology, computer science
- Experience with Canvas LMS and implementation of "best practices" in online and hybrid education
- Strong organizational skills along with an understanding of the rigors and standards of graduate education
- Previous work as (Assistant) Department or Program Chair
- Demonstrated engagement with learning outcomes assessment planning and implementation
- Willingness to learn about Sofia's transpersonal and transformative pedagogy is desirable, as is a commitment to develop "whole person" values in program delivery

Sofia University

Since 1975, Sofia University has aspired to be a leader in transformative higher education, offering students an education that transcends a traditional learning environment. Students, staff, and faculty of Sofia are passionate individuals who recognize the need to be a part of something greater than themselves and who seek opportunities to empower themselves and their communities. As Sofia continues to grow as a University, it remains committed to its transformative transpersonal values, as well as to maintaining a high-quality and diverse workforce representative of the community it services. Founded as the Institute of Transpersonal Psychology, Sofia University is WSCUC accredited and offers undergraduate, master's, and doctoral degree programs. Located in Palo Alto, California, with a branch campus in Costa Mesa, California, the University provides both on-campus and online programs, giving students the flexibility to further an education rooted in transformative and transpersonal values, in a format that best suits their schedule and needs.

The MBA and MSCS programs are poised for University investment and enrollment growth. Sofia seeks a proven business or computer science academic eager to explore the contribution each discipline can make to the curriculum of the other.

Sofia University is an equal opportunity employer.

Applications

Preferred starting date is no later than July 1, 2020. Review of applications begins immediately and will continue until the position is filled. Submit a single application document (cover letter, resume or CV, list of references) as a PDF to: hrapplications@sofia.edu. Use the subject heading:
Business Computer Science Chair Application-Yourlastname