

Chairperson, Department of Occupational Therapy

Western Michigan University College of Health and Human Services

Western Michigan University applications and nominations for the position of **Chair of the Department of Occupational Therapy**. The chair is the department's chief academic and executive officer and reports to and advises the dean of the College of Health and Human Services regarding the department. The incumbent will hold rank as a tenured professor. The director also serves on the College Administrative Council, which addresses college-wide policy and planning issues. This position is located on main campus in Kalamazoo, Michigan.

Major Responsibilities

The Chair promotes shared governance and provides overall management and leadership for the department and all of its functions and activities in Kalamazoo and Grand Rapids, Michigan, including but not limited to:

- Recruiting, retaining, and evaluating faculty and staff
- Strategic planning including program planning, implementation and assessment
- Financial and resource management
- Fostering scholarship and externally funded grants and contracts with continued growth in these areas
- Fundraising and development of pertinent external constituencies
- Outreach activities consistent with the duties of chair including community relations
- Promoting university goals and policies as well as strong advocacy for Western Michigan University and its faculty, staff, and students
- Communicating effectively with all constituents
- Adhering to all university policies and practices as well as ensuring compliance with all state and federal regulations and laws as related to the College of Health and Human Services
- Managing student enrollment and retention with emphasis on academic excellence and diversity
- Management and administration of the program, including planning, assessment/evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development, consistent with ACOTE standards
- Engage in teaching, research, and clinical activities as needed by the department
- Serve as Managing Editor of The Open Journal of Occupational Therapy

Salary

Competitive and commensurate with qualifications and experience, with an excellent benefits package.

Application Deadline

Applications are accepted now and will be reviewed immediately until the position is filled.

Expected Start Date July 1, 2016

Required Application Documents

- A letter describing qualifications, accomplishments, and professional experiences related to the position
- Curriculum Vitae
- Names, titles, affiliations, postal and email addresses, and telephone numbers for three references.



WESTERN MICHIGAN UNIVERSITY
College of Health and Human Services
Department of
Occupational Therapy

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Minimum Qualifications

- Earned doctoral degree awarded by an institution that is accredited by a regional accrediting body recognized by the U.S. Department of Education. The doctoral degree is not limited to a doctorate in occupational therapy
- Certified as an Occupational Therapist, credentialed, or eligible for credentialing, as an occupational therapist in the State of Michigan
- Minimum of eight years documented experience in the field of occupational therapy, including practice as an occupational therapist; administrative or supervisory experience
- At least three years of experience in a full-time academic appointment with teaching responsibilities
- Record of excellence in teaching, scholarly activities (research, grant funding, academic or clinical publications, etc.), and professional/clinical service sufficient to merit appointment as tenured Professor

Desired Qualifications

- Evidence of promoting and facilitating teaching excellence
- Understanding of and successful advocacy for scholarship and externally funded research consistent with the university's Carnegie classification
- Dedication to the development of interdisciplinary programs and initiatives
- Determination and vision to maintain a learner-centered academic environment while promoting research
- Demonstrated ability to raise funds for program, faculty, and student development
- Demonstrated record of ability to build and enhance partnerships with communities and alumni
- Demonstration of progressively higher administrative responsibilities
- Demonstration of visionary and innovative accomplishments in the administration and management of programs
- Effective leadership, communication, collaboration, management, and delegation abilities
- Record of successfully funded federal grant proposals

About the Department of Occupational Therapy

The Department of Occupational Therapy provides professional entry programs which lead to the Master's of Science in Occupational Therapy, and currently offers degree programs on main campus (Kalamazoo) and at the WMU Grand Rapids regional location. The Occupational Therapy Department fully supports the College and University's mission to provide exemplary teaching, learning, and mentoring experiences for students, as well as promoting and supporting an active research/grant agenda for faculty. Opportunities exist for interprofessional collaborations across the university and with the Western Michigan University Homer Stryker M.D. School of Medicine.

The College

The College of Health and Human Services is located in a 195,000 square foot building with state-of-the-art teaching technologies and spacious research laboratories. The college enrolls over 3,200 students, with more than a third of those at the graduate level.

In addition to occupational therapy, the college includes programs in blindness and low vision studies, nursing, speech pathology and audiology, physician assistant, social work, holistic health care, alcohol and drug abuse, interdisciplinary health services, and public health. The college will offer a doctor of physical therapy beginning in 2018.

Work in the college has been funded by grants from the National Institutes of Health (NIH), the Health Resources and Services Administration (HRSA), and the U.S. Department of Education. The college also operates the Unified Clinics, a multidisciplinary service/training clinic.

Learn more about our growing college at wmich.edu/hhs.

The University

Western Michigan University, a learner centered, discovery driven and globally engaged public research university, enrolls more than 23,000 students from 100 nations around the globe. WMU has been designated by the Carnegie Foundation for the Advancement of Teaching as one of just 147 public institutions in the nation with high or very high research activity.

The Community

Kalamazoo, Michigan, is located in southwestern Michigan, halfway between Chicago and Detroit. The Kalamazoo community is a great place to live and work. Learn about our community at wmich.edu/hr/kalamazoo and discoverkalamazoo.com.

To Apply

Visit wmich.edu/hr/jobs for detailed information and application procedures. Search for job posting number **0603298**.