



Professor and Department Chair of Creative Writing JOB DESCRIPTION

DEPARTMENT: Creative Writing
CLASSIFICATION: EXEMPT- FULL/TIME FACULTY (10-MONTHS)
REPORTS TO: Academic Dean
LAST UPDATED: October 2, 2018

Summary of Responsibilities: The Department Chair in collaboration with the Academic Dean will provide leadership in teaching, management, and service activities of the Creative Writing Program. The Chair will supervise department faculty in the development of the Creative Writing and Composition curriculum. The incumbent works with faculty to oversee the assessment and improvement of student learning. As professor, the incumbent will take the lead in the development and delivery of Creative Writing coursework, for both online and face-to-face instruction. The incumbent will perform the duties, responsibilities, and requirements of the position outlined in the Creative Writing department and support IAIA's mission, vision, and core values.

- **Deadline: February 1, 2019**
- **Start Date: August 2019. *Pending budgetary approval.**
- **Must submit: a) Current CV- Curriculum Vitae, b) Transcripts for highest earned degree and c) three letters of recommendation from current/past academic supervisor.**

Essential Functions:

- Oversee the annual department budget.
- Preside over department meetings.
- Serve as the primary department contact for the institution.
- Teach all levels of Fiction Writing, Creative Nonfiction and Journalism as assigned.
- Teach two courses per semester.
- Supervise Creative Writing and English Composition faculty and adjuncts.
- Oversee independent studies, apprenticeships, internships, and senior projects.
- Keep the appropriate number of office hours per week.
- Maintain on-going, professional practices and demonstrate recognized standing as an artist.
- Participate in educational and professional activities within the IAIA.
- Provide students with proficient advising in the Creative Writing Degree Program and career opportunities.
- Participate in assigned committee work and meetings as required.
- Oversee curriculum development.
- Oversee all assessment and/or accreditation activities.
- Prepare department course schedule and manage department activities.
- Participate in as required/assigned in all assessment and/or accreditation activities.
- Participate in as required/assigned all IAIA Institutional initiatives.
- Participate in all required activities during in-service periods.
- Collaborate with related departments.
- Other duties as assigned.

Required Education: Requires MFA or PhD in Creative Writing with recent and relevant teaching and curriculum development experience at the college level. Three years college-level teaching experience preferred. Two years administrative experience required. Experience with American Indian/Alaska Native cultures, students, artists and/or communities preferred. Incumbent must demonstrate a high level of

professional achievement with significant publication, including at least one published book. Must have a satisfactory background check. IAIA adheres to a “Native American preference” hiring policy.”

Required Competencies (Skills/Knowledge and Abilities)

- Knowledge of creative writing pedagogy, critical theory, and traditional and contemporary Native American and world literature.
- Knowledge of Academic Technologies.
- Proven ability in problem solving skills.
- Proven ability in academic leadership and program management.
- Proven ability to use Academic Technology in seminar and lecture-based courses.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students, and staff as related to job responsibilities.
- Demonstrated ability and willingness to adapt teaching style towards learning outcomes.
- Demonstrated ability and willingness to support Program goals and objectives and take a leadership role in further developing strategic goals of the Creative Writing Department.
- Demonstrated ability to guide and facilitate students through a process of knowledge and skill building.
- Demonstrated sensitivity towards Native American culture and an ability to motivate and teach students from diverse ethnic backgrounds.
- Demonstrated commitment to assuming faculty responsibilities beyond the classroom in a shared governance environment.
- The faculty member must adhere to appropriate professional standards of conduct and ethics, including:
 - confidentiality
 - integrity, and honesty
 - compliance with directives
 - cooperation and respectful collaboration with others
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability to respond to requests in a timely manner.
- Ability to manage a budget.
- Excellent communication skills using the spoken and written word.
- Ability to work with moderate supervision, to begin assignments independently (or as assigned), and to bring assignments to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

Working Conditions:

- Provide leadership in developing the Creative Writing Program within the mission of the college.
- View and review a wide range of relevant academic information.
- Perform other duties as requested by Dean.
- Performance evaluation will be assessed on academic results as described herein.
- The Dean reserves the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.