

Department Head

Position Details

Position Information

Department	Biol & Ecol Engineering (ABE)
Position Title	Administrator 1-Dept Head
Job Title	Department Head
Appointment Type	Administrative/Professional Faculty
Job Location	Corvallis
Position Appointment Percent	100
Appointment Basis	12
Faculty Status	Regular
Tenure Status	Tenured Administrator
Pay Method	Salary
Recommended Full-Time Salary Range	Salary is commensurate with education, training and experience

Position Summary

The Department of Biological & Ecological Engineering is seeking a Department Head. This is a full-time (1.0 FTE), 12-month, professional faculty position.

The Department Head provides overall administrative leadership to the Department of Biological & Ecological Engineering for all of its education, research and Extension functions. These functions include administration, research, and teaching. The Head is responsible for ensuring the delivery of high standards of teaching, research, and extension by faculty and for managing, administering, and coordinating the operations of the Department. The Department Head reports directly to the Dean of the College of Agricultural Sciences and makes management decisions, usually in consultation with the Executive Associate Dean or Associate Deans, affecting programs, budget, staffing, and related matters.

The Department's academic degree programs are administered by the College of Engineering through a partnership with the College of Agricultural Sciences. Furthermore, the Department contains numerous areas of research, teaching and outreach collaboration between the two colleges. Therefore, Department Head also has the responsibility (approximately 20% woven through all areas of position duties) to foster, manage and lead the collaboration of the Department as well as its programs and people with the relevant offices and programs in the College of Engineering.

The incumbent will design, develop, maintain and/ or carry out programs to ensure that all people have equal employment opportunities and equal program participation opportunities regardless of their race, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status. Additional service will include participation in departmental, college, and university committees, support to professional activities and a contribution to the community at large.

The department consists of 10 tenured and tenure-track faculty, 2 professional faculty, 1 administrative staff member, 1 IT staff member, 6 Faculty Research Assistants/Associates, 2 Senior Researchers, and 1 Postdoctoral Scholar, 28 Graduate students, and 100 undergraduates. The department offers a B.S. in an ABET accredited Ecological Engineering program, as well as an M.S. M.Eng. and Ph.D. Biological & Ecological Engineering.

Position Duties

50% Administration

Provide effective state-wide BEE leadership for the teaching, research, and extension missions of the college, including: hiring and providing direct supervision and evaluation of departmental faculty to the college and extension, managing all budgets (college, research, and extension) assigned to the department, perform annual evaluations of departmental faculty and staff in a manner that encourages high levels of performance. Foster and manage a collaborative, engaged relationship of the Department with the College of Engineering. Provide state, national, and international leadership for disciplines associated with the department by providing guidance to appropriate state, national, and international professional societies and, as appropriate, engage the national/state leadership of federal/state agencies, private organizations, and others that fund faculty in relevant disciplines. This may involve occasional travel and/or communication with leadership of federal agencies and/or private organizations. For federal/state visits, coordination with the dean and our government relations office is essential. Develop and implement an active strategy that trains faculty, staff, and students to recognize and combat implicit bias, promotes workplace diversity and equality (e.g. racial, gender, sexual orientation, religious, etc.), and cultivates a culture of inclusivity in the department. Create and reward a professional climate of creativity, collegiality, innovation, diversity, equity, and inclusion. Demonstrate familiarity with and adhere to applicable college, agency, and university rules, procedures, policies, and regulations. Employ the College's Community Agreements for Real Engagement (CARE) Commitment as a member of the college/university administrative team. Works to maintain high quality programs and relevant accreditation within the department and College of Engineering. This includes relevant coordination with the Colleges of Agricultural Sciences and Engineering Academic Programs Offices regarding curricular oversight and coordination. Lead the development, updating, communication, implementation and progress reporting of a shared vision and plan for the unit, including its people and programs. Make fair and transparent formal teaching, research, extension, and service appointments of faculty and effectively communicate these appointments to faculty. Mentor faculty and make faculty promotion recommendations to the Dean, as appropriate. Effectively communicate with faculty, staff, students, and stakeholders the scope and impact of departmental, college, and agency programs. Be prudent and transparent in organization and management of departmental budgets, personnel, and programs. Devote adequate time to development and fundraising efforts, including the establishment of a departmental development and advisory committee or other appropriate body(ies) to aide in establishing and reaching fund raising objectives. Optimize allocation of space and facilities assigned to department. Establish and promote appropriate safety policies and practices.

30% Research

Incumbent will be responsible for research proposal writing, conducting funded and unfunded research, supervising graduate students and publishing the results. The faculty member is to increase the understanding on engineering of biological, ecological and agricultural systems, develop novel methodologies and tools related to their field, and promote the transfer of scientific knowledge in their field.

10% Teaching

Course development and student advising. Teaching responsibilities include coursework supporting the larger needs of the Biological & Ecological Engineering Department's academic programs as required.

10% Service

Participates in department, college (Agricultural Sciences and Engineering) and university committees and in professional organizations as appropriate to achieve

departmental, college (Agricultural Sciences and Engineering), university and professional goals.

Minimum/Required Qualifications

Ph.D. degree in agricultural engineering, biological engineering, precision agriculture, or related field.

A record of accomplishment which merits appointment as a full tenured professor.

Excellent oral and written communication, interpersonal, and organizational skills.

Demonstration of leadership potential through roles of continued responsibility.

Ability to work effectively in a collaborative environment.

A demonstrable commitment to promoting and enhancing diversity.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

Preferred (Special) Qualifications

Two or more years of administrative experience.

Professional work experience outside of academia.

Holds professional engineering license.

A strong record of successful engagement with funding agencies, industry and/or other stakeholders.

Understanding of the research, teaching, and extended education functions of a Land Grant University.

Strong administrative experience in areas such as personnel management, budget management and fundraising.

Life experience, education, or training that broadens capacity to equalize student success or impact underserved audiences.

Working Conditions / Work Schedule

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No

Posting Detail Information

Posting Number P04630UF

Number of Vacancies 1

Anticipated Appointment Begin Date 01/01/2022

Anticipated Appointment End Date

Posting Date 08/15/2021

Full Consideration Date

Closing Date 09/30/2021

Indicate how you intend to recruit for this search Competitive / External - open to ALL qualified applicants

Special Instructions to Applicants When applying you will be required to attach the following electronic documents:

1) A CV; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

3) Diversity Statement

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Jennifer Cohen at jennifer.cohen@oregonstate.edu

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OSU is committed to the health of our local and global community. All employees and students are required to comply with the university's COVID-19 Vaccination Program. Please visit <https://covid.oregonstate.edu/> for additional information about OSU's plans for safety and success, as well as options for compliance with the vaccination program.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Curriculum Vitae
3. Diversity Statement

Optional Documents

None