Occupational Therapy Department Chair

Specialization: Occupational Therapy

Job Opening ID (JOID): 25235

Rank: Full Professor

The Occupational Therapy Department seeks a dynamic leader with the skills and experience necessary to advance the department’s multifaceted teaching, research, community leadership initiatives, and commitment to student success.

Overview of Position & Department: The Chair of the Occupational Therapy department is the chief academic officer who reports to the Dean of the College of Health and Human Sciences (CHHS) and provides leadership and direction for the development of the Department’s academic, fiscal, infrastructure, technology, and human resources in order to advance the mission of the department, college and university. In addition to maintaining the teaching, scholarship and service responsibilities of a faculty member, the chair represents the Department when working with students, faculty, administrators, the community, and occupational therapy organizations and association leaders. The position is structured as a combined twelve-month chair and ten-month academic teaching position. The department (one of 10 in CHHS) is comprised of seven tenure/tenure track faculty with one tenure track assistant professor position opening, 12-14 lecturers, and three administrative staff. The department currently offers a two-year Master of Science degree in Occupational Therapy and is developing the Occupational Therapy Doctorate (OTD). The first entering class of OTD students is scheduled for Spring 2023.

Qualifications: A PhD in Occupational Therapy or Occupational Science, an EdD, or doctorate in a related discipline and evidence of professional achievement commensurate with appointment in the department as full professor, including excellence in teaching, research/publications and service; ability to effectively lead and manage the Department. Applicants must be eligible for occupational therapy licensure in California. According to ACOTE Standards, applicants must have a minimum of eight years of documented experience in the field of occupational therapy with a minimum of three years of experience in a full-time academic appointment with teaching responsibilities at the postbaccalaureate level. Applicants must demonstrate a commitment to teaching excellence and the ability to establish and interact effectively with community partnerships; demonstrate collegiality, consensus building and the ability to enhance student success; excellent interpersonal and communication skills in working with faculty, staff, administrators and members of the community; managerial knowledge and experience; successful experience in acquiring new resources and external support. Applicants should have awareness of and sensitivity to the educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experience.

Preferred Qualifications: Preferred applicants should have at least 6 years clinical practice, 5 years academic teaching experience in an OTD program, with 3 years management or administrative experience in higher education. Preferred applicants should have experience with program evaluation and accreditation demands.

Responsibilities: Candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through inclusive course materials, teaching strategies and advisement.

Duties include, but are not limited to:

- Provide innovative, assertive and visionary leadership in strategic planning, curriculum development, faculty/staff/student development and evaluation, and assessment of student learning outcomes, curriculum, and degree programs
- Plan, direct, coordinate, and maintain department budget and collaborate with College and University development/advancement staff to acquire funding (e.g. industry, community, university, California State University System) to support department activities and growth
- Engage in community, university, and organizational outreach
● Provide leadership and direction in the development and implementation of policies and procedures related to faculty (including teaching, research, service), staff, students, curriculum, departmental operations, special events, and degree programs
● Work in partnership with faculty, staff, advisory committee(s), and students to advance the mission, vision, and goals of the department
● Lead department efforts to recruit, retain, and mentor faculty, staff, and students
● Teach and advise students
● Participate in department, college and university activities and committees
● Serve as department liaison to campus, industry, and community and engage in consultation with practicing professionals
● Support faculty in their pursuit of funding in support of scholarly activities

**Salary Range:** Commensurate with qualifications and experience.

**Starting Date:** July 1, 2020

**Eligibility:** Employment is contingent upon proof of eligibility to work in the United States.

**Application Deadline:** Position will remain open until filled. Review of applications will begin on Jan. 17, 2020.

**Application Procedures:** For full consideration, submit a letter of application, curriculum vitae, statement of teaching interests/philosophy, research plans, administrative experience and at least three original letters of reference with contact information by January 17, 2020 to [https://apply.interfolio.com/70885](https://apply.interfolio.com/70885)

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Please include Job Opening ID (JOID) on all correspondence.

_San José State University_ enrolls over 35,700 students, a significant percentage of whom are members of minority groups. As such, this position is for scholars interested in a career at a national leader in graduating URM students. _SJSU_ is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution; 40% of our students are first-generation, and 38% are Pell-qualified. The university is currently ranked fifth nationally in increasing student upward mobility. The University is committed to increasing the diversity of its faculty so our disciplines, students, and the community can benefit from multiple ethnic and gender perspectives.

San José State University is California’s oldest institution of public higher learning. Located in downtown San José (Pop. 1,000,000) in the heart of Silicon Valley, SJSU is part of one of the most innovative regions in the world. As Silicon Valley’s public university, SJSU combines dynamic teaching, research, and university-industry experiences to prepare students to address the biggest problems facing society. _SJSU_ is a member of the 23-campus California State University (CSU) system.

_San José State University_ is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all _San José State University_ students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all _San José State University_ employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in _CSU_ Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the _CSU_. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current _CSU_ employees who apply for the position.

The latest _San José State University_ Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of _San José State University_’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the _[University Police Department website](http://www.sjsu.edu/police)_.