Job Title: **Department Chair, Graphic Design + Interactive Media & VFX**
Department: Academic Affairs
Reports to: Chief Academic Officer
FLSA Status: Full-Time, Exempt

Summary

We seek exceptional applicants with a demonstrated track record of excellence in graphic design and visual media, visual effects, and visual culture, to lead the **Graphic Design + Interactive Media Department & VFX** into the next chapter of growth and impact. The Chair is responsible for the administration of the Department, including budget management, student advising, recruitment, and data reporting. Like other faculty members in the department, the Chair is expected to be an artist and/or visual arts' scholar engaged in visual art productions and/or scholarship, devoted to excellence in teaching and learning, and committed to professional development and service. The ability to make contributions to the work environment in the Department and College are expected as well as a strong orientation to recruiting, advising, retaining, and mentoring qualified students and junior faculty, along with an active senior faculty.

The Department Chair of the GDIM and VFX program for Columbia College Hollywood will oversee all aspects of the program on the campuses in LA, Chicago, and online. This position will provide collaborative leadership to the faculty within the GDIM and VFX program and serve as the liaison between program faculty and other staff members. The department chair ensures continuous improvement and consistency within the GDIM and VFX program through development and assessment of student learning outcomes; lead communities of practice in their field of expertise; and promote a culture of academics and student success.

Essential Duties and Responsibilities
- Plans and manages program-relevant orientations, workshops, outside lectures, retention activities, and other events.
- Serves as liaison across campuses to ensure collaboration and consistency in regard to relevant programs.
- Participates on program-relevant conference calls. Collaborates with other departments, including student affairs, admissions, outreach & recruitment, registrar, student affairs, career development, operations, facilities, and production services, to promote student success.
- Holds quarterly meetings with program faculty to assess student achievement, course effectiveness, appropriate levels of instruction, and scaffolding between courses.
- Supports and motivates program faculty to develop lesson plans that fit learning outcomes and bridge learning between courses, interpret the curriculum design,

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enhance course content, identify appropriate resources and technology needs, complete departmental service, fulfill faculty development requirements, and participate in faculty governance.

- Ensures full-time faculty have the appropriate course loads and administrative assignments to meet expectations of the institution. Chairs program curriculum committee(s) and program assessment committee(s) and completes relevant tasks outside committees.
- Manages student academic advising with faculty, and advise his/her assigned students.
- Maintains a high level of responsiveness to student needs. Develops and manages program course schedules, student registration, and teaching assignments in conjunction with other academic administrators.
- Monitors section count, student-to-instructor ratios, average registered credits, and total registered credits while ensuring students have sufficient course options and are on track to graduate.
- Manages program curriculum conversions and determines course equivalences and substitutions.
- Schedules teach-out and teach-in of program versions to maximize student-to-instructor ratios and teaching budget while maintaining students' anticipated timeline to graduation.
- Works closely with program faculty to plan courses, enhance course learning outcomes, and strengthen program(s) to prepare students for job placement.
- Performs annual performance reviews for all direct reports, including annual teaching observations for full time faculty.
- Ensures all adjunct instructors have annual comprehensive faculty teaching observation with written report.
- Establishes individual relationships with students in person or by reaching out via phone and/or email.
- Communicates with clarity and consistency.
- Authors quarterly and annual institutional effectiveness reports, connecting evidence to strategic and budgetary proposals. Contributes to a culture of evidence-based decision making.
- Oversees program-relevant academic assessment, data collection, and reporting processes to ensure outcomes meet or exceed both WSCUC accreditation requirements and the college's internal benchmarks according to the institutional academic assessment guide.
- Leads program review by engaging faculty and co-curricular departments, gathering data, and leading the curriculum committee in reflection and analysis.
- Serves as the lead author for the program self-study and strategic plan and organizes program-relevant external and internal reviews.
- Manages implementation of the program strategic plan under direction of the dean of branch campus.

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- Manages program records for accreditation, including IER reports, assessment documents, faculty transcripts, resumes, qualifications, alternative credentials, faculty development plans, course assessment surveys, and other WSCUC requirements. Maintains relationships with program-relevant industry professionals and arranges program advisory committee meetings as directed.
- Uses the Campus Vue SIS to manage student records, registration, degree audits, average registered credits, student-to-instructor ratios, and grades. Manages program budget(s).
- Participates in the new faculty hiring process according to policy. Teaches a minimum of one course section per quarter and independent studies, as needed. Participates in weekly department chair meetings and retention meetings.
- Submits a weekly report to supervisor. Participates in and manages peer-to-peer faculty teaching observations, post-mortem meetings with instructor, and submissions of written reports.
- Participates in campus events including staff meetings, open houses, school events, and graduation
- Participates in professional development activities to stay current in skills and knowledge as they relate to the program, teaching, and student learning. Other duties as assigned.

Supervisory Responsibilities Directly supervises full-time 12-month faculty, Full-time 9-month faculty, and adjunct faculty teaching within the program.

Education and/or Experience

Master's degree or higher in a program-relevant area of study Minimum three years classroom teaching in higher education at a regionally accredited institution Professional Experience related to the program(s) overseen (where appropriate) Participation and/or membership in program-relevant professional organizations and volunteer organizations outside of the college.

Application Requirements:

Email the following to: hr@columbiacollege.edu

- Cover Letter
- Resume/CV
- Salary Requirements