

**Official Title:** Assistant Chair (Assigned Specialty)

**Pay Schedule:** AD-05

**PD#:** F0054

**A. Summary:** An Assistant Chair assists a department Associate Chair or Chair in the management and governance of an academic program(s). These duties include scholarly investigation of education and pedagogy, education program management, providing external disciplinary expertise, and academic administration. Assistant Chairs serve as the head of an educational program. An Assistant Chair manages academic aspects of programs, including Academic Associates and Program Officers for Curricula, and Program Managers of Educational Programs. The incumbent supervises other faculty associates or team members.

**B. Duties:**

- Managing and governing educational program(s) and associated students
- Manages academic operations of department education program(s).
- Manages the academic assignments of faculty as required, exercising academic judgment to match faculty with available teaching.
- Manages faculty teaching expertise and matches faculty to appropriate course assignment. Constructs and coordinates the department education plan.
- Works with department Associate Chairs (Instruction, Operations, Research) to coordinate and align efforts with the guidance of the Chair
- Supports in the program management of tuition-based curricula and department resources, assessing and managing the financial and business risk of program operations.
- Designs and develops portions of curricula. Develops materials that support courses, seminars, directed studies, and capstone activities
- Designing or developing learning support systems
- Designs, develops and implements systems or processes used in the analysis and review of academic programs and operations, and in education program management.
- Reviewing and assessing curricula and program design
- Develops and manages program, curriculum and course reviews, evaluations and assessments to assure the educational effectiveness of the school or department academic program(s).
- Providing academic advice
- Provides academic advice to school and department administration and faculty on the department's education programs.
- Provides academic advice, service, or consultation to Naval and Defense activities and to the larger academic community, as required, and
- Performs other duties commonly understood to be faculty duties, as required.

**C. Supervisory Duties:**

This position is supervisory and will provide both technical and administrative supervision to assigned employees. Administrative supervisory duties include most or nearly all of the following authorities and responsibilities: Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Evaluate work performance of subordinates; Give advice, counsel, or instruction to employees on both

work and administrative matters; Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identify developmental and training needs of employees, providing or arranging for needed development and training; Find ways to improve production or increase the quality of the work directed; Develop performance standards.

**D. Scope of Duties:**

Works independently under the broad direction of a department Associate Chair or Chair in the daily management of department or school programs. The Assistant Chair may engage with faculty, administration and students, located at Monterey and at duty stations across the world.

**E. Minimum Qualifications:**

- A graduate degree in a discipline that supports the needs of the department or school;
- Broad experience, (i.e., three years or more), with progressively responsible work within an academic environment;
- Demonstrated excellence in communication and interpersonal skills; and
- Expert knowledge of, and experience with, the development, delivery, oversight, review, assessment or management of academic programs, as well as familiarity with NPS and DoD.

**E. Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum.