

Position Title: Program Chair - Criminal Justice
Company Name: Westwood College
Location(s): Dallas, Texas, United States, 75243
Min Education: Graduate Degree
Job Type: Full-Time

Employment in the world of education can be a very fulfilling and meaningful career path. We all realize the value of education and the importance it can play in helping to change people's lives. Westwood College has a rich history that can be traced back for many decades. Whether you have an interest in working in an administrative environment or directly on a campus interacting with students and faculty, we offer a variety of job openings that allow you to help shape the lives of thousands of students each and every day.

Our 18 campuses, located in California, Colorado, Georgia, Illinois, Texas and Virginia, hire energetic and committed professionals as both full-time and adjunct faculty members. Opportunities are available periodically in a variety of subject areas. Our Westwood College – Online Campus is also always interested in experienced faculty and adjunct faculty to teach online. Online instructors can reside anywhere in the country.

If you love learning, teaching and helping students, then Westwood College is the place for you. Whether you are a top-notch sales professional, enjoy marketing strategy and execution or seek a position helping with the administrative and management side of an organization, Westwood College is always looking for talent to help drive the institution forward.

Westwood [College in Dallas](#) is looking for a **Program Chair for Criminal Justice**. The qualified candidate must have a Masters degree in Criminal Justice and have 3-5 years of experience in the Criminal Justice field in the last 10 years.

The Program Chair manages all program-related functions to ensure delivery of curriculum and to promote student success. The Program Chair serves as the primary contact for students and faculty by maintaining a high level of visibility and actively soliciting input to promote a positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruits and manages program faculty.
 - Interviews, conduct teaching auditions, and selects qualified faculty and staff
 - Maintains a pool of qualified substitutes, drawing on them as needed to ensure full coverage of all course sessions
 - Ensures that required new hire processes are completed
 - Ensures that what is being taught conforms to the established Westwood syllabi and key graded assignment system
 - Administers and analyzes Faculty Course Evaluations and conferences with faculty
 - Observes classroom instruction and coaches faculty toward improvement using the PT3 model
 - Conducts annual performance reviews for Full Time Faculty
 - Conducts performance reviews for Adjunct Faculty as prescribed
- Manages student issues for program students
 - As a member of the Campus Success Team, participates in activities designed to on-board students including Day One Success Class, open houses, and activities described in the lead to start program
 - Accountable for Student Success as measured by Retention/Graduation Rates and Employment Rates by program
 - Participates in activities designed to improve student retention including Registration, Continuing Registration, Student Success Meetings, and other related events and activities.
 - Resolves scheduling issues
 - Resolves student complaints
 - Contacts and implements problem solving solutions for all at risk students, in partnership with Student Services
 - Conducts academic advising, including SAP

- Develops program master schedule:
 - Creates program core offerings and determines faculty assignments each term
 - Determines individual student schedules that are designed to ensure student success including : proper scheduling of foundational courses, observing prerequisites, and scheduling students with sufficient credits to graduate on schedule
- Manages program related equipment and materials
 - Ensures functional hardware, licensed software and other equipment are in place to deliver instruction according to Westwood standards
 - Participates in determining content of tool kits in collaboration with counterparts from other campuses and curriculum managers (for those programs that issue tool kits).
 - Ensure conformance with the standardized textbook list
- Participates in curriculum development
 - Recruits members for PAC committees, facilitates PAC committee discussions, and summarizes and distributes recommendations
 - Stays current in both the subject area and instructional methodology
 - Participates in regularly scheduled Program Chair conference calls and provides input on curriculum issues
 - Collaborates on curriculum review, evaluation, revision with faculty and curriculum committees as appropriate
 - Communicates approved curricular changes to students, staff, and faculty
- Program budget management
 - Prepares program budget (payroll, expenses, and CapEx) and works with the Academic Dean in the preparation of the total academic budget.
 - Provides projected number of section offerings for the FY and faculty wage data
 - Communicates program's CapEx needs
 - Tracks monthly performance relative to program budget
 - Ensures compliance with Education Wages goals and projections
 - Ensures compliance with campus goals for full-time student percentages
- Ensures compliance with campus goals for class size
- Interfaces with other departments/individuals
- Teaches courses as required
- Performs any other duties, as assigned

OTHER DUTIES AND RESPONSIBILITIES

- Recruits, selects, and trains all new faculty members
- Manages and submits all new hire paper work to the campus payroll coordinator
- Confers with and coaches faculty following classroom observations
- Confers with and coaches faculty regarding FCE results
- Prepares and conducts annual faculty performance reviews in a timely manner and assists with determining annual increase recommendations
- Resolves student - faculty issues
- Conducts regularly scheduled program faculty meetings and maintains minutes
- Promotes subject area faculty development

JOB QUALIFICATIONS

At the time of hiring Westwood College faculty and education department managers are required to hold a completed graduate degree from a U.S. regionally or nationally accredited university. In addition, state licensing and national accrediting criteria must be complied with. Program Chairs with international credentials are required to present an official U.S. degree evaluation by AACRAO or NACES recognized evaluation agency.

- Appropriate technical certification (if required)
- Appropriate professional experience
- Project management experience that includes successfully completing multiple tasks simultaneously
- Teaching experience required

- People management experience preferred.
- Working knowledge of spreadsheets, databases, and word processing software
- Strong oral and written communication skills
- Strong attention to detail

Westwood College is an institution of higher learning dedicated to providing quality, career-focused undergraduate and graduate programs that prepare students with the knowledge, skills, and credentials needed to launch, enhance, or change careers. The College offers broad access to education and serves a diverse, multicultural body of students in an environment that promotes pride, respect, and teamwork. The College's programs are designed to empower students to pursue their individual career goals.

Equal Employment Opportunity

Our Company is committed to serving a diverse multicultural body of students in an atmosphere that promotes pride, respect and teamwork. To our campuses and campus communities, we commit to recruit an experienced and qualified faculty and staff who are reflective of the infinitely varied human talent available. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital or family status, sexual orientation, or gender identity.

-No agencies or phone calls

Apply Here: <http://www.Click2apply.net/6exqtd>