



Issued: August 2025

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Division Head
Supervisor's Title: Assistant Dean
FLSA Status: Exempt

JOB SUMMARY:

The Division Head provides key leadership and oversight for faculty, staff, and academic programs within their division and works closely with the Assistant Dean in serving as the Division's representative to College and University leadership. While Division Heads are appointed by the Dean, they report to the respective Assistant Dean who supervises their work. This is a 9-month position with the expectation that it will be a 3-year term with annual performance reviews. The Division Head will have one course release in the Fall and one in the Spring which must be taken during those terms. They will also have an additional guaranteed one-course release during the summer which will be compensated at 25% FT summer pay.

ESSENTIAL FUNCTIONS:

- Provide leadership and oversight for faculty, staff, and academic programs within the Division
- Develop and implement Division goals aligned with the College's strategic plan
- Manage course scheduling, faculty assignments, and curriculum development
- Oversee faculty hiring, evaluations, and mentorship
- Promote faculty research, grant writing, and professional development
- Ensure program success through program assessment, advising oversight, and engagement initiatives
- Serve as the Division's representative to College and University leadership
- Complete other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Terminal degree as appropriate in the Division Head's field of study
- Must be tenure-track or tenured within the College for which they are appointed

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None



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OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Preferred:

- Experience with shared governance structures
- Experience with course scheduling and curriculum development
- Experience with accreditation

WORK CONDITIONS:

- Ability to remain in a stationary position such as sitting and/or standing for prolonged periods of time
- Ability to spend time in low postures such as crouching, kneeling, or stooping for tasks such as filing
- Ability to move about to accomplish tasks or move from one worksite to another
- Ability to adjust or move objects up to 25 pounds
- Ability to frequently communicate information and ideas
- Frequently performs tasks that require repeating motions of the wrists, hands, and/or fingers such as operating a computer and other office productivity machinery
- Occasionally operates a motor vehicle
- Frequently tasked with using near vision for the use of the computer and reading small print

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____