University Mission  
*Concordia is a Christian university preparing leaders for the transformation of society.*

College Mission  
*With Christ as our teacher, the College of Education prepares educators to serve diverse communities, promote moral leadership, demonstrate effective teaching skills, and encourage life-long learning.*

Position Title: Faculty Chair Dissertation Committee

Mission of the Position  
The Faculty Chair is the faculty member who oversees all aspects of the doctoral candidate's academic program as per the requirements set forth by the University and the College of Education. Selecting a Faculty Chair represents a commitment on the part of the candidate and the faculty member to work together intensively throughout the program of study.

Reporting Relationships  
1. Reports to: the Doctoral Program Director.  
2. Performance assessed by: the Doctoral Program Director.

Exempt/Non Exempt  
Exempt

Salary Level  
Based on current faculty salary scale and commensurate with the position and candidate’s educational background, professional experience, scholarship activity, and service to the church and community.

**ESSENTIAL RESPONSIBILITIES**  
The faculty member will:

1. Promote and mentor a well-planned and efficient course of study that supports the timely completion of the doctoral program, including: forming a dissertation committee, reviewing and evaluating the research question, plan and dissertation proposal; writing the dissertation; and publicly defending the dissertation before the dissertation committee;
2. Assist doctoral candidates in the selection of the advisory committee members and assume responsibility for clarifying their roles;
3. Provide guidance for candidates in: developing research proposals; conducting research, and preparing the dissertation;
4. Advise and assist candidates successfully through Concordia University Research Committee application approval process;
5. Provide expert supervision of candidates in the conduct of rigorous dissertation research;
6. Read, review, edit, and suggest revisions to dissertation proposal and dissertation;
7. Chair Dissertation Committee meetings for purposes of program planning; review the research proposal or creative activity; and chair the final oral examination in defense of the research and arbitrate decisions of the committee;
8. Make every effort to minimize the time to degree;
9. Review and approve all necessary candidate forms;
10. Recruit online and on-ground advisors for the doctoral program;
11. Provide regular and effective academic discourse, discussion, and dialogue that fosters embedding the significance, substance, and honor of research within each component of the curriculum;
12. Score Phase I Connection Papers;
13. Provide guidance and information that fosters professional development;
14. Participate in scheduled professional development activities intended to support research and writing skills;
15. Teach graduate courses on the Ed.D. level from an inclusive, multicultural, and transformative perspective;
16. Assist in program assessment;
17. Assist in organizing, application, and implementing CAEP accreditation.
18. Engage in university and community service including recruitment activities; and
19. Perform other duties as assigned. The following are possible other duties for this position.
   - Advise and mentor doctoral candidates in the Higher Education specialization.
   - Develop new targeted specializations including course work to augment marketing and build capacity to serve candidates.
   - Accelerate development of new curriculum and revision of existing courses.
   - Assess and evaluate course curriculum to ensure curriculum coordination and articulation.
   - Oversee IRB process for doctoral candidates to ensure that research proposals meet rigorous ethical and scientific research standards.
   - Advise and guide doctoral candidates and dissertation committee members on IRB procedures and compliance issues.

Collateral Responsibilities
The faculty member assists with the mentoring and advising of doctoral candidates and supports various College of Education programs and initiatives as time and background experience allow.

Attitude and Demeanor of All Concordia University Employees
As part of a work environment that highly values the Christian faith, educational excellence and service to students, all full and part time faculty will:

1. Publicly support the mission of Concordia University;
2. Communicate effectively with warmth, sensitivity, and understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates;
3. Work as a team member in a professional environment;
4. Possess a “service attitude” (willingness to be flexible to meet the needs of the department); and
5. Have a professional physical appearance (appropriate clothing, personal hygiene, etc.).

Minimum Qualifications
1. An earned doctorate in Higher Education Administration, Leadership, or a related field;
2. Demonstrated ability to advise doctoral candidates within an online-learning environment;
3. Working knowledge of technological applications in education;
4. Knowledge of, and experience with writing and developing rigorous dissertation projects;
5. Demonstrated ability to teach graduate courses in Higher Education Leadership and Administration;
6. Demonstrated expertise in quantitative and mixed-methods research design, statistics, and analysis;
7. Knowledge of national standards for Institutional Review Board processes and demonstrated ability to oversee IRB processes within a university research program;
8. Evidence of the ability to perform research and publish in the area of specialization;
9. Ability and commitment to work as a team leader; and
10. Willingness to participate actively in professional development such as book study, writing workshops, and scoring practice.

APPLICATION PROCEDURES

Applications must include:

1. A cover letter outlining qualifications for the position;
2. A personal statement explaining how the applicant integrates the Christian faith into his or her teaching;
3. A brief essay on the applicant’s philosophy of advising at the doctoral level;
4. A recent example of post-doctoral academic writing (not to exceed 15 pages);
5. A Concordia University Faculty Application; and
6. Most recent vita/résumé that includes a minimum of three recent references.

Completed applications should be sent in a single PDF to:

Dr. Jerry McGuire, Director of Doctoral Studies
Concordia University College of Education
E-mail: coefcresume@cu-portland.edu (no paper copies, please!)

Closing Date: 30 September 2014