

About Salve Regina University

Salve Regina University, ranked among the best institutions of higher education in the United States by U.S. News & World Report, is a comprehensive Catholic University located in scenic Newport, Rhode Island. Salve Regina offers challenging academic programs in a highly supportive environment and an innovative core curriculum that provides students with a solid foundation and broader perspective. The historic, 75-acre campus enrolls approximately 2,500 men and women and offers Associate, Baccalaureate, and Master's degrees, the Certificate of Advanced Graduate Study, and two doctoral programs.

BASIC FUNCTION:

Salve Regina University seeks candidates with an earned doctorate in Criminal Justice, Sociology, Justice Studies, Criminology, Homeland Security, Political Science, Law, Cybersecurity, Digital Forensics, or related field with research and/or practical experience relevant to the field of Administration of Justice, for the position of Chair of the Administration of Justice department. The ideal candidate will have practical experience bridging the gap between academia and policy, government, and/or industry. Candidates with curriculum review, curriculum development, and who are familiar with—or worked in—accredited programs, at the Undergraduate and Graduate level, are highly preferred. The ideal candidate will have demonstrated leadership experience, as well as experience with online and hybrid pedagogy. The successful candidate will qualify for appointment to a tenure track position at the rank of Associate or full Professor, depending on qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Vision and Leadership

The Chair, in consultation with the Provost, Dean of Undergraduate Studies, and department faculty, will provide strategic direction for the program in alignment with the University's mission and values.

The ADJ programs reside within a liberal arts institution built upon the Mercy tradition, which offers great opportunities for the development of interdisciplinary programs that are both unique and well suited to the needs of today's students. The Director will implement a strategy to enhance the value and reputation of the department's programs and the institution.

Teaching and Research

The Chair will maintain a teaching load commensurate with the other duties of the office, expected to be one course per semester. The University will encourage and support the Chair's active research stream.

Administrative

The Chair will be responsible for organizing, planning, and setting priorities for the allocation of resources within the department. These activities will include development and implementation of department budgets, staffing, policies, and procedures, in cooperation with department faculty and senior administrators and in accordance with the University's mission and standards. The Chair is responsible for scheduling courses as well as the hiring of adjunct and full-time faculty. This position is responsible for the department's undergraduate programs, but it also interfaces with graduate program directors to coordinate scheduling for both faculty and students, as well as in curriculum and similar matters.

The Chair will manage an on-going process of program development and review, including assessing student and institutional outcomes.

External

The Chair will be responsible for building strong partnerships with the larger community: including businesses, and governmental and non-profit organizations. These partnerships enhance the learning experiences of our students, provide employment opportunities for our graduates, and deepen the positive impact that the University has in the community at large.

The Chair will represent the Department of Administration of Justice within and outside of the University, including with the business community, University administration, alumni, and other constituencies and stakeholders.

LICENSES, TOOLS, AND EQUIPMENT:

N/A

ENVIRONMENTAL CONDITIONS:

No substantial exposure to adverse environmental conditions.

QUALIFICATIONS:

- Earned doctorate in Criminal Justice, Sociology, Justice Studies, Criminology, Homeland Security, Political Science, Law, Cybersecurity, Digital Forensics, or related field.
- Demonstrated expertise with academic program development, innovative teaching methods and technologically mediated learning.
- Strong supervisory skills preferably within higher education.
- Basic knowledge of personnel regulations.
- Experience managing budgets.
- Knowledge and respect for faculty governance principles.

This position could, on occasion, require bending, reaching, ascending and descending stairs, standing, walking, pushing, pulling, lifting, talking, and hearing.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform other job-related duties requested by their supervisor.

Additional Information:

Salve Regina University offers generous benefits to eligible employees including:

- health and dental coverage
- life insurance
- long-term disability
- 403B plan
- tuition benefits and more

Salve Regina University strives to provide equal opportunity in employment and education to all employees, students and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender identity or expression, religion, disability, age, marital or parental status, military or veteran status, genetic information or any other basis protected by applicable federal or state law, in the administration of Salve Regina's employment policies, education policies, admission policies, scholarship and loan programs, athletic and other University administered programs. In accordance with Title IX, it does not discriminate on the basis of sex in any of its educational programs or activities. Salve Regina is also committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

Application Instructions:

Applicants must apply online for any open staff and faculty positions by providing a cover letter, including salary specifications, along with their resume. Salve Regina University, as a comprehensive Mercy, Catholic University, welcomes people of all beliefs and encourages students to work for a world that is harmonious, just, and merciful. In your cover letter, please highlight how your teaching, scholarship, leadership, and service might serve to support the University's mission and its commitment to diversity, dialogue, and lifelong learning. Pre-employment background checks and reference checks are required of successful candidates. Salve Regina University participates in [E-verify](#).

