



# *The University of Oklahoma*

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

The Department of Chemistry and Biochemistry at the University of Oklahoma (OU) is seeking qualified applicants for the position of Department Chair. The successful candidate should have established an excellent reputation of scholarship and a strong funding record in chemistry and/or biochemical research as well as demonstrated administrative and leadership experience relevant to serving as department chair.

## **Job Description**

### **Service/Leadership**

- Provide leadership to maintain and improve an inclusive, diverse, dynamic, and collaborative environment to stimulate the faculty to conduct excellent research and teaching.
- Oversee departmental strategic planning, including research, teaching, and service.
- Align departmental efforts with the Strategic Plan of the College of Arts and Sciences and the University of Oklahoma.
- Provide proactive leadership to promote teamwork and working efficiency of faculty and staff.
- Provide leadership to create and maintain an efficient system to manage personnel, space, and budgetary matters in a transparent and timely manner.
- Support and communicate effectively with diverse groups of students, faculty, and staff.
- Oversee recruitment, development, and retention of faculty, staff, and students
- Effectively communicate with all administrative levels of the University and external institutes and agencies.
- Oversee curriculum development and modification.
- Provide leadership to maintain and promote safety in a laboratory-based working environment.
- Work with departmental committees to perform administrative activities:
  - Supervision and annual evaluation of faculty in terms of teaching, research, and service.
  - Supervision and annual evaluation of support staff.
  - Manage personnel matters and service assignments.

### **Research**

- Maintain a vigorous, extramurally funded research program to provide research opportunities for training graduate, post-doctoral, and undergraduate students.
- Enhance research and education relationships within the Department, across the University, and with other research institutions and agencies.

### **Teaching**

- Participate in teaching undergraduate and graduate students in the Department of Chemistry and Biochemistry.
- Teach one course in each school year.

### **Required Qualifications**

- Candidates should hold a Ph.D. in chemistry or biochemistry, and should have an internationally recognized reputation and outstanding record of accomplishments in chemistry or biochemistry.
- Rank of Associate Professor or higher with tenure (or equivalent rank).
- Demonstrated success in administration of strategic planning, budgeting, and collaboration with colleagues.

The application package consists of a cover letter, a statement of leadership, research plan (max 5 pages), and a current curriculum vitae that includes a list of publications. The name and contact information of three professional references should be provided. The review of applications will start by November 15, 2021 and will continue until the position is filled. There will be a preliminary remote screening process to



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arrive at a final list of candidates. Top candidates will be informed about the next steps (virtually vs in-person), subject to changes depending on the developments concerning the ongoing global pandemic. Please visit <https://apply.interfolio.com/95537> for details and application.

### **Equal Employment Opportunity Statement**

*The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.*

OU is a public research university located in Norman, Oklahoma. OU's enrollment of undergraduate is more than 20,000, and the population graduate students is more than 6,000. The Department of Chemistry and Biochemistry has 30 full-time faculty members and more than 100 graduate students. The research and administrative functions of the department are housed in the Stephenson Life Sciences Research Center, located on OU's Research Campus. The completion of the 160,000-square-foot center was made possible by a generous from Charles and Peggy Stephenson. Completed in July 2010, it houses chemists, biochemists and other life sciences researchers. The Department of Chemistry Research Support Services (RSS) employs 7 PhD scientists and technicians that are responsible for the training of students, postdocs and faculty in the use of departmental instrumentation (NMR, mass spectrometry, X-ray crystallography facilities etc.). Additionally, the RSS also provides access to electronics shop, glassblowing laboratory, and stockroom.