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POSITION: Ph.D. Program Director

SUPERVISOR: Dean for the School of Business

DEPARTMENT: School of Business

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Tiffin University (TU) was founded in 1888 and offers accredited undergraduate and graduate degrees in business administration, criminal justice, social sciences, creative and media arts, humanities, education, sciences, technology, and health. The University's campus in Tiffin, Ohio, blends traditional historic and modern buildings, creating a vibrant and welcoming educational community for its students, faculty, and staff. Students can pursue associate, undergraduate, and graduate programs both on campus and online, as well as at Terra State Community College. In addition, TU offers Bachelor in Business Administration and Master of Business Administration degrees in Bucharest, Romania, and educational opportunities for students from Switzerland and Latin America. The University also provides an online Ph.D. program in Global Leadership and Change.

The main campus in Tiffin is a beautiful 153-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. We offer undergraduate and graduate degrees in business in Bucharest, Romania. From academic programs in sports and recreation management to homeland security/terrorism, communication, and management, TU offers more than 40 majors through on-campus and online learning, resulting in real advantages for our students.

GENERAL JOB DESCRIPTION

Reporting to the Dean for the School of Business and appointed by the President and Provost/COO, the Ph.D. Program Director provides leadership and oversight of the Ph.D. program within the School of Business. The position encompasses the following principal duties and responsibilities:

Percent of Time Allocated to Principal Duties & Responsibilities

- Teaching, Program Promotion, Faculty Oversight/Training, Student Advising: 40%
- Program Promotion and Student Recruitment Support: 30%
- Curriculum/Program Development, Program Review, Program Metrics: 20%
- Support Duties/Process Development: 5%
- Immersion Weekend Residency/Event Planning: 5%

Requirements:

MAJOR DUTIES AND RESPONSIBILITIES

Principal Duties and Responsibilities

Leadership

- Represents the Ph.D. Program within and outside the Tiffin University.
- Speaks for the Ph.D. Program on any matter relating to the program.
- Chairs the Ph.D. Program Committee that oversees academic activities in the program: funding, admissions, courses, dissertation committees, dissertation oversight, etc.
- Thinks about the Ph.D. Program creatively, practically, and holistically, initiating ideas for program and curriculum development in light of disciplinary standards.
- Evaluate and implement program design and practice, including program review, assessment of program and student learning outcomes, modification of degree requirements, and addition and deletion of Ph.D. courses.
- Develop and enforce policies and procedures to maintain quality, monitoring any pedagogical, operational, dissertation, research, and administrative issues that affect the Ph.D. Program.
- Creates a supportive environment for Ph.D. students by fostering a sense of community among the Ph.D. students in alignment with the University's mission and ICARE values.
- Ensures a Ph.D., graduate-level learning environment.
- Serves as a resource person about academic policies and procedures for the Ph.D. Program.
- Understands and applies the Tiffin University's and Ph.D. Program's most recent academic policies.
- Oversees the Ph.D. Program residency requirements.

Recruitment and Admission

- Collaborates with Enrollment and Recruitment Marketing, ensuring that any Ph.D. program information in public documents (website, print, etc.) is up to date and consistent with University brand standards.
- Works jointly with the Enrollment Management Area and Graduate Admissions to follow up and nurture prospects and applicants via email, virtual meetings, social media, telephone, and sponsorship of campus visits.
- Organizes and coordinates on-campus, off-campus, and virtual recruitment/marketing initiatives with Enrollment Management and Graduate Admissions.
- Communicate with applicants promptly regarding application status.
- Assists with the Enrollment Management Area and Graduate Admissions to identify strong candidates and build enrollment pipelines from affinity groups.
- Cultivates an inclusive and diverse Ph.D. student body aligned with the Celebrating CULTURAL Uniqueness Initiative.

- Assists with the Provost/COO, Dean of the School of Business, the department, and Faculty to assess enrolment capacity and strategic enrolment management.
- Works closely with Graduate Admissions and Enrollment and Recruitment Management during the admissions process.
- Acts on and approves completed applications for admission to the Ph.D. Program. Ensure all enrollment conditions are fulfilled and inform Graduate Admissions promptly of admission decisions.
- Approves transfer credit following University policies.
- Coordinates the ranking and selection of the program's graduate assistants; communicates with students and submits names to the department/university office to initiate the hiring paperwork.

Promotion of Scholarship

- Keeps abreast of current scholarship in the disciplines of global leadership and change, engaging in faculty and department scholarship activities that keep the Ph.D. programs at the forefront of other scholars and program influencers.
- Oversees and provides appropriate supervision for dissertation committees, ensuring that all Ph.D. students have appropriate dissertation committees and processes to complete the dissertation process successfully.
- Oversees graduate scholarship and research issues.

Advising

- Overall
- Ensures students understand university policies on intellectual property, plagiarism, and academic integrity. Report breaches of academic integrity to the Dean of the School of Business.
- New Students
- Ensures that an advisor is assigned to each student ASAP and that the student is notified of this.
- Assists in course selection for the first semester if the advisor has not yet been identified
- Informs students about orientation for new Ph.D. students
- Coordinates/supervises departmental/program orientation for new Ph.D. students
- In-Progress Students
- Monitor students' progress each semester for classes and research; contact those who seem to be struggling.
- Ensure that a dissertation committee is established for each student (if applicable) promptly.
- Inform students about required training/approvals (as appropriate) in research ethics, human subjects research, and nonhuman vertebrate research, keeping them informed of Tiffin University's Institutional Review Board policies and practices.
- Inform students starting dissertations about dissertation funding and travel assistance for the presentation of results.
- Completing Students
- Remind students to complete and submit the Intent to Graduate form before or at the beginning of the semester they plan to graduate.

- Remind students about the requirements related to the Ph.D. completion, and provide them the necessary information to prepare for and take this exam
- Submit Dissertation Committee results promptly

Faculty Members

- Ensures the faculty (especially new hires) knows Ph.D. program policies and procedures.
- Works with faculty members to monitor students' progress throughout the Ph.D. program.
- Works with faculty on program and curriculum development, including the assessment of program and student learning outcomes.
- Publicizes and supports Ph.D. workshops for faculty and staff
- Collaborates and assists with the Dean of the School of Business to oversee program faculty and staffing.
- Assists with evaluation of Ph.D. faculty who are teaching in the program

Other Administrative Duties

- Works with the Dean of the School of Business to ensure a course rotation that allows the degree completion over a known time; advise students of this rotation.
- Reviews/updates program information annually for the Academic Bulletin.
- Assists with compiling information for annual reports, program assessments, program reviews, and accreditation documents (if applicable).
- Other duties as assigned by the President, Provost, and/or Dean of the School of Business.

QUALIFICATIONS/SKILLS/ABILITIES FOR THE JOB

Education

- Terminal Degree required, Ph.D. preferred.
- Preference for candidates with professional and/or educational background in global leadership studies, change, and organizational culture.

TIFFIN UNIVERSITY-SPONSORED BENEFITS

Tiffin University offers excellent benefits. All full-time employees of Tiffin University are eligible for our full-time benefits package, which includes medical, dental, and vision insurance, Health Savings Account with employer incentive contribution, Employer Paid and Supplemental Life Insurance, Short-Term, and Long-Term Disability, 403b Retirement with Employer Match, Time Off (annual and sick leave), Observed Holidays, Tuition Assistance and Reimbursement, and Employee Assistance Program.

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision-making and communication skills

Accountability: Formulates effective and progressive strategies aligned with the University's mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

EMBRACING OUR GUIDING PRINCIPLES

VISION STATEMENT – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

MISSION STATEMENT – The mission of Tiffin University is to *Educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

We are firmly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with diverse faculty, staff, and students and can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working, and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer

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