



CROWELL
SCHOOL OF BUSINESS
BIOLA UNIVERSITY

*Crowell School of Business at Biola University invites
applications for a tenure-track position in
Director of the Online Business Management Program*

Biola University invites application for a full-time tenure-track faculty position as the Director of the On-line Business Management program. The program was designed as an adult degree completion program that prepares those with some college education to further their education and apply it in their work, homes, and ministries.

The Director position is considered a tenure-track faculty position. It is anticipated that the Director will teach online courses in the program, with approximately three-quarters of the time being devoted to faculty responsibilities. This balance of teaching and director responsibilities will be reviewed annually. Because the BS, Business Management program is a year-round, trimester program, the Director position is considered an 11-month faculty position.

Director Responsibilities: The Director of this program will oversee the day-to-day operations of the program and report to the chair of the undergraduate programs. Particular attention will be paid to ongoing evaluation and development of the program, including:

- Forecasting student demand and planning course sections to meet such demand.
 - Working with Digital Learning to ensure course availability and support as needed.
 - Determining the faculty needed to teach courses and work with department chair and Assistant Dean to assign faculty to courses.
 - Working with faculty and administration to evaluate the program in terms of program objectives, course materials, course objectives, needs, and rigor.
- Bringing innovation to the program to improve outcomes and cost-effectiveness for both the students and the university.
 - Work with Assistant Dean to assist in budget processing and forecasting.
 - Maintaining WASC, ACBSP, and Biola standards including necessary periodic reports.
 - Interfacing with various university departments including marketing, admissions, student success, advising, registrar, and accounting to ensure the growth and success of the program.

- Taking a leadership role in the university with regard to online learning approaches and pedagogy, with the goal of making this program the leading online Christian business program.
- Coordinating with student success to ensure students stay on track and graduate in a timely manner.
 - Review and maintain catalog entries related to the program.

Faculty Responsibilities: As a 3/4-time faculty member, the Director will teach six courses per year and is expected to contribute in the areas of teaching, service and research commensurate with a half-time faculty position. This includes participating in departmental, university, and professional/community service activities, and working collaboratively with other academic leaders in the Crowell School of Business and Biola University.

Qualifications: The ideal candidate will have a terminal degree in business administration or a related field, combined with experience practicing business in the marketplace. Minimum qualifications: A Masters degree in a business related field. Non-terminal degrees will be considered with significant business experience; terminal degrees with no business experience will also be considered. Previous experience in program administration is highly desired, as is previous experience working with adult learners. Commitment to high-quality instruction in a student-focused Christian environment is necessary, emphasizing teaching and the development of adult learners. Evidence of prior effective college-level teaching in an online environment is a plus.

It is anticipated that the successful candidate will qualify for appointment as an Assistant or Associate Professor and be employed on an 11-month academic contract. The director will report to the Chair of the Undergraduate Business program and then to the Dean of the Crowell School of Business.

Biola University is committed to seeking faculty who can contribute to diverse understandings and perspectives. Candidates should be able to demonstrate their ability to work effectively with diverse populations and to integrate multicultural content and issues into their teaching. Biola is an evangelical Christian university in which faculty endorse the University Doctrinal Statement and adhere to the Standard of Conduct. Faculty members are committed to the integration of faith and learning, and a personal commitment to Christian faith is required.

Apply by submitting a letter of interest in working in such a program to beth.starr@biola.edu, as well as a Curriculum Vitae and any teaching evaluations.