



UNIVERSITY *of* ARKANSAS
FORT SMITH.

Department Head of Engineering
College of Business and Industry



The Opportunity

The University of Arkansas at Fort Smith (UAFS) is seeking a Head of the Department of Engineering in the College of Business and Industry. With the recently approved four-year Bachelor of Science degree in Advanced Manufacturing Engineering, the Department is poised to be a partner with the leading manufacturers in the region to meet the needs of the high-tech workplace.

<https://uafs.edu/engineering/index.php> This expansion of engineering into Advanced Manufacturing is included in one of the key pillars in the University's Five-Year Strategic Plan ('23-'28) to support economic development with industrial and community partnerships. A number of companies actively support the Department financially and provide internship and employment opportunities for engineering students. One example is ABB which recently made a \$1 million gift to support Engineering at UAFS.

In addition to the new BS degree in Advanced Manufacturing Engineering, the Department offers a Bachelor of Science in Electrical Engineering Technology and Associate of Applied Science degrees in Electronics Technology and in General Technology. Through a two-plus-two agreement with the Fayetteville campus of the University of Arkansas (UAF), undergraduate degrees in mechanical and electrical engineering conferred by UAF can be completed entirely on the campus of the University of Arkansas at Fort Smith. In the process, students earn an Associate of Science degree in either mechanical or electrical engineering from UAFS.



Department Head of Engineering

This 12-month position is both faculty and administration. Administrative responsibilities include leading and managing full-time and part-time engineering and industry faculty, facilitating class scheduling, coordinating assessment and accreditation of programs, and engaging with advisory boards and the manufacturing community. Faculty responsibilities include teaching 15 hours of undergraduate engineering courses annually, maintaining an active research agenda, and sustaining interaction with the engineering profession. Other duties will include collaboration with departments across the university; assessment and evaluation of instruction; career advisement, recruitment, and retention activities; and participation in college and University committees. The position reports to the dean of the College of Business and Industry.

Essential Job Duties and Responsibilities:

- Develop, implement, and assess effectiveness of curriculum.
- Provide classroom instruction and career advising.
- Coordinate recruiting, hiring, and retention of qualified faculty and staff.
- Complete annual faculty evaluations.
- Manage departmental meetings, course scheduling, faculty workload adjustments, and textbook adoption approvals.
- Manage departmental budget, faculty travel, purchases of departmental materials, and other expenses.
- Assess and monitor departmental equipment, lab, and safety needs.
- Work collaboratively with academic advising team in assessing and monitoring student progression and completion.
- Maintain scholarly activity and/or professional development sufficient for faculty appointment.
- Engage with advisory boards



Other Job Duties and Responsibilities

- Manage program assessment and accreditation activities.
- Participate in and support departmental fundraising efforts as needed.
- Support student recruitment, retention, and yield activities.
- Participate in service at the department, college, university, community, and/or professional levels as appropriate.
- Attend and participate in all faculty and administrative meetings, Student Research Symposium, commencement ceremonies, and other meetings/events as required.

The department head is also responsible for maintaining a positive work atmosphere by acting and communicating in a manner to foster teamwork and by providing leadership to subordinates. Requires consistent on-time attendance.

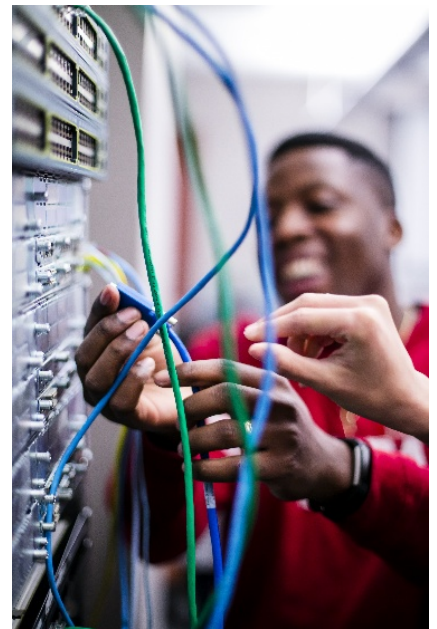
Required and Preferred Qualifications

The candidate must have a Ph.D. in Engineering from an accredited institution

- a record of professional accomplishments and scholarship that meet the qualifications for appointment to the rank of associate professor or professor; and
- four years of teaching or industry experience.

Preferred qualifications include:

- leadership experience;
- professional experience as an engineer in an advanced manufacturing setting;
- experience in developing and implementing new curriculum;
- experience with student recruitment and/or advising; and
- experience or familiarity with the ABET accreditation process.



Knowledge, Skills, and Abilities:

To perform the job successfully, the following competencies are required for the essential functions of this position:

- Ability to effectively lead and work with a diverse body of students, faculty, and staff
- Commitment to excellence in teaching, including the utilization of technology
- Maintenance of an active applied research agenda
- Willingness to engage with external stakeholders
- Well-developed communication and teamwork skills
- Strong organization and prioritization skills

About the University of Arkansas at Fort Smith

The University of Arkansas - Fort Smith is a dynamic, mid-sized public university focused on delivering hands-on learning experiences to nearly 5,500 students each year. Its student body is ambitious and committed, primarily hailing from the Arkansas River Valley region it serves.

With more than 70 academic programs, including certificate, associate, bachelor's, and master's degrees, UAFS combines academic rigor with a strong commitment to opportunity, access, and success. Faculty and students are encouraged to engage in research and publication, and a dedicated center for teaching and learning supports continual professional development.

As an employer, UAFS offers a culture that supports work-life balance. Employees receive a competitive benefits package that includes university contributions to health, dental, life, and disability insurance; tuition waivers for employees and eligible family members; 12 official holidays; immediate leave accrual; and retirement plan options with university contributions ranging from 5 to 10 percent of salary.



The City of Fort Smith

Nestled along the Arkansas River on the western edge of Arkansas, this vibrant city offers a perfect blend of history, culture, and natural beauty. With a population of approximately 90,000, Fort Smith is Arkansas' third largest city and is located on the border with Oklahoma.

Immerse yourself in the rich heritage of the Old West at the Fort Smith National Historic Site, explore the eclectic local art scene, listen to the Fort Smith Symphony, or take a scenic stroll along the picturesque riverfront trails. With a welcoming community, diverse dining options, and a thriving downtown, Fort Smith is the ideal destination for history enthusiasts and those seeking modern amenities.



Specifics of Employment

The Department Head will be a faculty member on a twelve-month administrative position. The position resides in the Department of Engineering and reports to the Dean of Business and Industry. The salary will be commensurate with education and experience with a minimum of \$125,000 plus benefits.

This position may be subject to a pre-employment criminal background check, sex offender registry check, financial history background check, motor vehicle reports check, and/or drug screening. A criminal conviction or arrest pending adjudication and/or adverse financial history alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background checks and drug screening information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Persons must have proof of legal authority to work in the United States on the first day of employment. All application information is subject to public disclosure under the Arkansas Freedom of Information Act.



Nominations and Applications

AGB Search is pleased to assist the University of Arkansas at Fort Smith with this leadership search.

Applications for the Department Head of Engineering will be received and considered until the position is filled. **Applications** must include the following:

1. A letter of interest addressing the qualifications and responsibilities identified in the profile;
2. Resume or curriculum vitae, and
3. The contact information (email address and phone number) for **five** professional references, including their relationship to the candidate. *References will not be contacted without prior authorization from the candidate.*

To apply to the position of Department Head of Engineering, upload materials to the University of Arkansas System Career Site <https://uasys.wd5.myworkdayjobs.com/UASYS>. Please do not submit materials to the AGB Search consultants.

Nominations and expressions of interest in the position of the Department Head of Engineering are encouraged. Please direct them to UAFSEngineering@agbsearch.com or to the AGB search consultants listed below.

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