



UNIVERSITY *of* ARKANSAS  
FORT SMITH.

**Department Head of Business**  
*Hill Williams Distinguished Chair of Business*  
*Administration*  
College of Business and Industry



## The Opportunity

The University of Arkansas at Fort Smith (UAFS) invites applications for the next Head of the Department of Business in the College of Business and Industry. This position will carry the title of *Hill Williams Distinguished Chair of Business Administration*, which comes with a discretionary fund to support the advancement and impact of the department's academic programs, faculty, and students. The activities supported by these can include research and scholarly work, student success initiatives, professional travel for networking and collaboration, and the organization of academic events such as seminars and conferences.

The business program at UAFS is recognized for a transformational educational experience built on proven competencies and delivered by faculty whose scholarly work focuses on instruction and application.

The College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the “global standard-setting body for business education, strengthening the world’s business schools through accreditation, thought leadership, and transformative learning.” The College earned this distinction in 2013 and joined a community of less than 6% of business programs worldwide. The business program successfully completed the most recent Continuous Improvement Review in 2024 and is scheduled for its next peer visit in 2029-30.



The College offers a concentration-based business curriculum with 13 professional pathways, including core, professional or public accounting, business economics, business interdisciplinary, corporate finance and investments, consumer and digital marketing, human resources, general management, small enterprise management, and supply chain management.

A structured [Business Internship Program](#) is also available for academic credit under the supervision of the College's faculty. This program is designed to provide hands-on learning to complement the students' academic program and expand their professional networks as they prepare to launch their careers in business and industry. UAFS business internships offer practical experience to students in accounting, marketing, and management.



## Department Head of Business

The Department Head reports to the dean of the College of Business and Industry. This 12-month position is both faculty and administration.

- Administrative responsibilities include leading and managing full-time and part-time business faculty, facilitating class scheduling, coordinating assessment and accreditation of programs, and engaging with advisory boards.
- Faculty responsibilities include teaching 15 hours of undergraduate business courses annually, maintaining an active research agenda, and sustaining interaction with business and industry leaders.
- 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.

## Essential Job Duties and Responsibilities:

- Develop, implement, and assess effectiveness of curriculum.
- Lead faculty in proposing innovative and relevant changes to the 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 classroom and technology needs.
- Work collaboratively with academic advising team in assessing and monitoring student progression and completion.
- Maintain scholarly activity sufficient for faculty appointment.
- Engage with advisory boards.

## Other Job Duties and Responsibilities:

The department head will:

- 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. The position also requires consistent on-time attendance.

## Required and Preferred Qualifications:

The candidate must possess a Ph.D. in a business discipline currently represented in the college from an accredited institution and four years of teaching or business experience.

The candidate should have a record of professional accomplishments and scholarship that meets the qualifications for appointment to the rank of associate professor or professor; leadership experience; knowledge of AACSB accreditation; experience in developing and implementing new curriculum; experience with student recruitment and/or advising.

## 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 - 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 Business and reports to the Dean of Business and Industry. The salary will be commensurate with education and experience with a minimum of \$140,000 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 Business 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, 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 Department Head of Business are encouraged. Please direct them to [UAFS-DeptHeadBusiness@agbsearch](mailto:UAFS-DeptHeadBusiness@agbsearch) or to the AGB search consultants listed below.

### **Concetta M. Stewart, PhD**

Principal

AGB Search

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### **Laura Woodworth-Ney, PhD**

Principal

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The logo for AGB Search, featuring the letters 'AGB' in a large, purple, serif font above the word 'SEARCH' in a smaller, purple, sans-serif font.

*The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.*