

retail studies group director • job description

Position title

Professor of Retail Studies, Director of Retail Studies Group, Department of Apparel Merchandising and Interior Design

Position reporting

Position reports to the Chair of the Department of Apparel Merchandising and Interior Design.

Position purpose

Teaches undergraduate coursework in retail studies fields; directs the retail studies group faculty and oversees retail studies program curricula and coursework to ensure it fulfills the department's academic mission.

Position responsibilities

Position responsibilities include, but are not limited to:

- Teaches an annual course load of four three-hour undergraduate courses during 10-month academic year; specific courses to be determined based on person's academic/research specialty.
- Conducts original research and publishes work in either book form, or in recognized pedagogical and business/retail scholarly publications.
- Supervises retail studies group faculty and provides direction on their course and syllabi.
- Oversees faculty service efforts, including their work/involvement with student extra-curricular organizations.
- Provides tenure and career development guidance to tenure-track and non-tenure track faculty.
- Conducts annual performance reviews of retail studies group faculty.
- Works closely with department's chair and fiscal officer to establish and implement operational policies and fiscal protocols related to the retail studies group, including budget development and scholarship programming.
- Meets on regular basis with department chair to plan group initiatives and review group status.
- Serves on applicable departmental committees:
 - Executive
 - Strategy & Development
 - Policy
 - Tenure
 - Salary & Promotion
 - Search & Screen
 - Grievance

- Pursues applicable retail studies teaching grants and awards.
- Works with department chair and College of Arts and Sciences Development Office to create departmental donations, endowments and multi-year scholarship opportunities.
- Helps to develop retail studies graduate program.

Performance measures

Performance will be measured on the following criteria using established university guidelines:

- Research 50%
- Teaching 25%
- Service 25%

Position requirements

- Ph.D.
- Established publishing record in retail or related business field.
- Ability to work successfully with a wide variety of constituents at all levels, including students, faculty, university administrators, alumni, industry audiences.
- Must be willing to embrace and accept change processes given dynamic department working environment.
- Ability to think independently and make effective decisions while under pressure.
- Ability to work in a team-based environment, recognizing other team members' skills and capabilities, and providing support/direction that may be beyond job description requirements.
- Excellent written and verbal communication skills.
- High level of organization and leadership.

Send CV, publication listing to:

C. Thomas Mitchell, PhD, AMID Chair,
Memorial Hall East 231, Indiana University, Bloomington, Indiana 47405
or mitchelc@indiana.edu

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