Job Description
Chairperson of the Department of Chemistry and Biochemistry
Northern Illinois University

Summary: Northern Illinois University is a student-centered research-focused public institution located near the metropolitan Chicago area. An individual is sought to chair the Department of Chemistry and Biochemistry.

Qualifications: Applicants for this position should have a Ph.D. degree in Chemistry or Biochemistry and preferably hold the academic rank of Professor. Individuals with equivalent professional experience or at the rank of Associate Professor may also be considered. The ideal candidate is expected to have: a consistent record of excellence in teaching and mentoring students, an established reputation of scholarly research with a record of extramural grant funding, and demonstrated leadership. Good communication and administration skills and collegiality are essential in this position.

Duties and Responsibilities: The Chair of the Department of Chemistry and Biochemistry is expected to oversee and manage the functions of the department, both in day-to-day operations and in long-term planning. This will involve interactions with departmental Director of Graduate Studies and the Director of Undergraduate Studies. Other vital roles of the Chair include interaction with the other college units, the Dean of the College of Liberal Arts and Science, and the university administration. This may also involve communication with outside groups, including companies and non-profit organizations. The Department of Chemistry and Biochemistry has a vibrant undergraduate and graduate research program. The Chair is expected to cultivate and enhance the research mission of the department. It will also be the responsibility of the Chair to provide sound financial management to the department.

Additional Information:

The Department of Chemistry and Biochemistry at Northern Illinois University offers ACS Certified undergraduate degrees in chemistry and graduate education through the Ph.D. level. There are currently approximately 200 undergraduate students enrolled as chemistry majors and 50 students in the graduate program. The department has 14 tenured or tenure-track faculty. Research areas include work in biochemistry, inorganic, analytical, organic, physical, and nanochemistry.

Among the facilities within the department, the faculty and students have access to two NMR instruments (300 and 500 MHz), LC-MS instruments (MALDI/TOF and a quadrupole ion trap MS with electrospray ion source), X-ray crystallography instruments, and other spectroscopic and imaging equipment. The department also has a computer laboratory dedicated to high-level computational chemistry, serving both the research and educational needs of faculty and students.
Northern Illinois University is a comprehensive teaching and research university with a diverse and international student body of nearly 20,000, including over 5,000 graduate students. It is located in DeKalb County, about 65 miles from downtown Chicago and situated in the Illinois Technology and Research Corridor. The university is also near Fermi National Accelerator Laboratory and Argonne National Laboratory. In addition, the Carnegie Foundation for the Advancement of Teaching has classified NIU as a High Research Activity University.

Applicants should submit a cover letter explaining interest in the position and summarizing qualifications, a current curriculum vitae including summary of teaching and research experience, and contact information of at least three references (references will not be contacted without applicant’s permission). Applications should be sent to NIUChemChair@niu.edu. Review of applications will begin October 30, 2015, and continue until the position is filled. Preference will be given to applications received prior to the deadline.

NIU is an AA/EOE employer. The university places a high priority on the creation of an environment supportive of the promotion of ethnic minorities, women, and persons with disabilities. Pre-employment background check is required.