



Search Prospectus

Chairperson of Occupational Therapy



Presented by: **RSC**

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01 EXECUTIVE SUMMARY

Chicago State University (CSU) is a predominately black and minority serving institution on the south side of Chicago. CSU's College of Health Science and Pharmacy includes occupational therapy, nursing, pharmacy, health information administration, and public health programs. The College invites qualified candidates to apply for the position of Chairperson of the Occupational Therapy Department. The Chairperson provides leadership for both the Master of Occupational Therapy (MOT) and combined BS/MOT programs.

The mission of the Chicago State University Occupational Therapy program is to educate future occupational therapists to address the occupational needs of underserved communities with occupation-based, contextually relevant services. The program is designed to provide a transformative educational experience that develops entry-level therapists who exhibit the ability to integrate knowledge into practice while using evidence, critical thinking, and reflective abilities.

In Fall 2024, the Occupational Therapy Department implemented a new curriculum grounded in active learning strategies. This curriculum emphasizes student engagement through opportunities to practice new skills and reflect on their learning experiences. The Chairperson will play a vital role in promoting this innovative curriculum and supporting the department's educational philosophy to ensure its successful implementation and long-term impact.



02 POSITION OVERVIEW



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The Chairperson of the Occupational Therapy Department will be responsible for a range of duties, including administration and management of both MOT and BS/MOT programs. This includes planning, evaluation, budgeting, maintaining departmental records, and preparing annual reports. The Chairperson will work collaboratively with faculty to implement the new curriculum and utilize program assessment data to ensure ongoing improvement.

02

This role includes ensuring the department adheres to accreditation standards, managing union contractual guidelines, and addressing student concerns. The Chairperson will implement strategies to support professional development and scholarly activities among faculty members while also overseeing the selection of new faculty and staff.

03

The Chairperson must be a certified occupational therapist licensed in Illinois with a strong history of clinical, administrative, and service experience. They will have a strong academic background, with experience in teaching, program planning, personnel management, and fiscal responsibilities. The individual will play a key leadership role within the department and university community, contributing to both internal and external strategic initiatives.

03 JOB DESCRIPTION & REQUIREMENTS

- We are looking for a leader to support a dynamic diverse community of faculty and students while furthering the mission and vision of the university.
- Duties include but are not limited to:
 - Daily management and administration of the programs, including planning, evaluation, and budgeting.
 - Maintain up-to-date departmental records; prepare annual reports; and, maintenance of accreditation in accordance with ACOTE standards.
 - Support an inclusive community of learning for students; evaluate student concerns and address student needs.
 - Collaborate with members of our internal and external communities to implement strategic plans of the Department, College, and University.
 - Coordinate ongoing curriculum development in collaboration with faculty.
 - Collaborate with faculty to utilize program assessment data for ongoing program improvement.
 - Assure that the Department meets union contractual guidelines and regulations.
 - Implement strategies to support professional development and scholarly activities of faculty.
 - Collaborate with the faculty and staff on the selection of new faculty and staff.



04 JOB QUALIFICATIONS

➔ Minimum Requirements

The Chairperson must:

- Be an initially certified occupational therapist who is licensed to practice in Illinois.
- Hold a doctoral degree.
- Have a minimum of 8 years of documented experience practicing as an occupational therapist. Including:
 - Clinical practice experience as an occupational therapist.
 - Administrative experience including, but not limited to, program planning and implementation, personnel management, evaluation, and budgeting.
 - Scholarship (e.g., scholarship of application, scholarship of teaching and learning).
 - 4 years of experience as a faculty member with teaching responsibilities at the postsecondary level.

➔ Preferred Qualifications

- The ideal candidate will have a minimum of 10 years of experience in the field of occupational therapy, including practice as an occupational therapist and administrative and accreditation experience.
- The ideal candidate will have at least 5 years–experience in a full-time academic appointment with teaching responsibilities, with a good track record of scholarship and grantsmanship.



05 APPLICATION & NOMINATION PROCESS

Interested candidates should submit their applications, and include their resume or curriculum vitae, a cover letter addressing the minimum and preferred qualifications, 2-3 reference/recommendation letters, and any additional materials requested by CSU. Interested and qualified candidates can apply at www.therscfirm.com or contact RSC search lead Adam Gordon at adam@therscfirm.com.

01 Initial Screening and Short Listing

Applications are reviewed to ensure candidates meet the minimum requirements. Candidates who meet the minimum requirements are shortlisted based on their qualifications, leadership experience, and alignment with the mission and vision of the university.

02 Interviews

Shortlisted candidates are invited for interviews. These interviews evaluate leadership style, vision for the department, and ability to support a dynamic and diverse academic community.

03 Campus Visit

Finalists may be asked to deliver a presentation (e.g. on their vision for the program or on a scholarly topic) and interact with faculty, staff, administration, and students to assess their ability to collaborate and lead effectively.

04 Selection and Offers

The search committee evaluates the finalists based on their qualifications, performance during interviews, and feedback from the campus community. A final candidate is selected, and an offer is extended.



06 ABOUT CHICAGO STATE UNIVERSITY

Chicago State University (CSU) is a cornerstone institution in Chicago, recognized for its commitment to fostering academic achievement, community impact, and professional excellence. Since its establishment in 1867, CSU has been dedicated to equipping students with the skills and knowledge needed to thrive in their careers and contribute meaningfully to society. Located on Chicago's South Side, CSU is deeply connected to the city's diverse and dynamic cultural fabric. The university provides a supportive environment where students can pursue their academic goals while benefiting from real-world opportunities that prepare them for the challenges of a globalized world. With a forward-thinking approach to education, CSU continues to serve as a catalyst for individual growth and community advancement.

→ **Vision for the Future**

CSU is committed to being a leader in higher education, focusing on student success, academic innovation, and societal impact. Guided by its mission to transform lives through education, the university continues to adapt and grow, ensuring it meets the evolving needs of students and the communities it serves.

→ **Why CSU?**

Chicago State University offers a meaningful career opportunity in a diverse and inclusive environment. As a Minority-Serving Institution, CSU empowers employees to make a lasting impact on first-generation students and the surrounding community. With competitive benefits, professional development, and a focus on growth and innovation, CSU is the ideal place to inspire change and shape future leaders.



ABOUT OUR PRESIDENT & PROVOST

PRESIDENT **ZALDWAYNAKA ("Z") SCOTT, J.D.**



Zaldwaynaka ("Z") Scott, J.D., serves as the dynamic President of Chicago State University, bringing a wealth of experience in leadership, law, and public service to her role. Since taking office, President Scott has been a steadfast advocate for student success, institutional growth, and community engagement.

As CSU's first female president, Z Scott has championed initiatives aimed at expanding access to higher education for underrepresented groups, increasing funding for scholarships, and modernizing the university's infrastructure. Her visionary leadership has positioned Chicago State University as a vital educational and economic resource for the city of Chicago and beyond.

PROVOST & SVP **SONJA FEIST-PRICE, PH.D., DR.RH.**

A distinguished scholar and practitioner in psychology and public health, Provost Feist-Price has an extensive background in teaching, research, and administrative leadership. She holds a Master of Science in Rehabilitation Counseling Psychology, a Doctorate in Rehabilitation Research & Education, and a Ph.D. in Counseling Psychology.

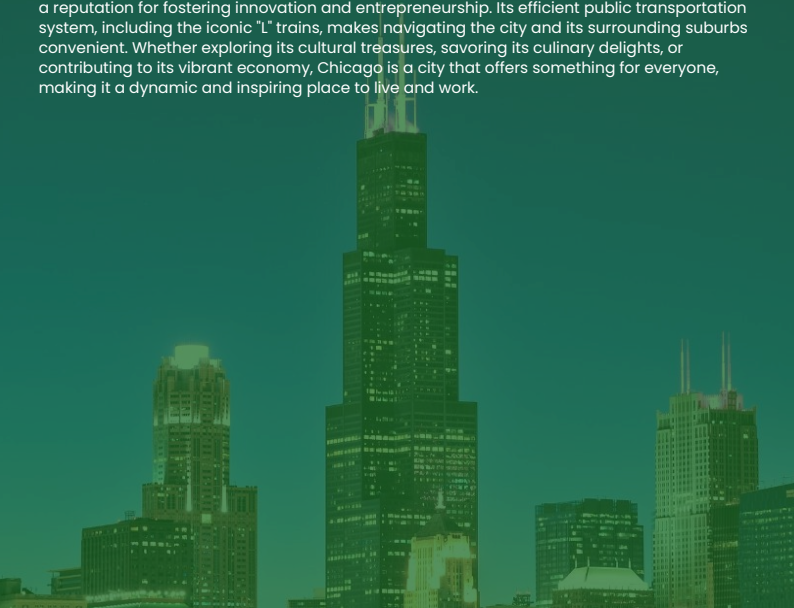
She joined CSU in Spring 2024 and under her strong leadership, CSU will continue its focus on equitable access to higher education, retention and successful degree completion for all of our students.



08 ABOUT CHICAGO, IL

Situated along the shores of Lake Michigan, Chicago is renowned for its iconic skyline, featuring architectural landmarks like the Willis Tower and the historic Chicago Riverwalk. The city offers a rich cultural scene, home to world-class museums such as the Art Institute of Chicago, a thriving theater district, and a dynamic music and arts community. Known for its diverse neighborhoods, Chicago is a patchwork of cultures and experiences, from the historic charm of Hyde Park to the lively nightlife of Wicker Park. Food lovers flock to Chicago for its famous deep-dish pizza, Chicago-style hot dogs, and an array of global cuisines.

Sports enthusiasts also find plenty to cheer for, with teams like the Chicago Bears, Cubs, White Sox, Bulls, and Blackhawks representing the city on the national stage. Outdoor enthusiasts can enjoy over 8,000 acres of green space, including Millennium Park, Grant Park, and the lakefront trail, offering opportunities for recreation and relaxation. As a global economic powerhouse, Chicago is a center for finance, technology, healthcare, and manufacturing, with a reputation for fostering innovation and entrepreneurship. Its efficient public transportation system, including the iconic "L" trains, makes navigating the city and its surrounding suburbs convenient. Whether exploring its cultural treasures, savoring its culinary delights, or contributing to its vibrant economy, Chicago is a city that offers something for everyone, making it a dynamic and inspiring place to live and work.



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ABOUT RENAISSANCE SEARCH & CONSULTING

At RSC, we strive to create a workforce that embodies both diversity and excellence. Our goal is to help higher education institutions and corporations build environments where representation and opportunity are equitable for all.

Renaissance Search & Consulting (RSC) is dedicated to connecting organizations with the most qualified and diverse talent. By prioritizing inclusivity and excellence, we empower institutions to thrive in today's competitive and evolving landscape.

RSC stands out for its unmatched expertise in the higher education and corporate sectors. With a deep understanding of these industries and a robust network of highly qualified candidates, we deliver solutions that go beyond staffing needs. Our affiliation with minority networking groups allows us to access and present the best and most diverse talent, helping organizations make meaningful, lasting change.

The RSC team is composed of industry leaders and experts with extensive experience and proven track records. Together, we leverage established relationships and insights to ensure that our clients receive exceptional service and support in achieving their diversity and inclusion goals.

At Renaissance Search & Consulting, we're not just filling positions—we're shaping the future of workplaces through diversity, equity, and excellence. Let us help you take the next step in building a stronger, more inclusive workforce.

Herb Courtney II

Founder and CEO



RSC

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