

Job Title: Program Chair, Counseling Psychology & Full Time Faculty (Rank to be Determined)

Department: Counseling Psychology Programs – MA and PsyD

Supervisor: Provost, Vice President of Academic Affairs

Status: Full-Time, Exempt

Compensation: 18 credits of release time and \$7,500–\$10,000 per person

CHAIR AND FACULTY ROLE

At Pacifica, Program Chairs are considered full-time faculty members with all the rights, responsibilities, and collegial status of our full-time faculty community. In addition to their faculty role, Chairs take on program leadership responsibilities that align with their position as academic administrators. Given the dual nature of this role, you will find two job descriptions associated with this position—one outlining the expectations and responsibilities of faculty members at Pacifica, and the other detailing the additional governance, oversight, and administrative duties specific to serving as Chair.

This position includes a full course release, meaning there is no expectation that the Chair will have a teaching load as part of their required duties. However, Chairs retain the same faculty standing as their peers, with the full rights and privileges of faculty governance and academic participation. While the position does not require teaching, Chairs may elect to teach as part of their faculty appointment, in which case those responsibilities would be defined separately under their faculty role. Additionally, Chairs provide academic leadership and oversight for faculty within their program, ensuring the integrity and effectiveness of the department's curriculum and instructional quality.

This structure ensures that Chairs are fully engaged in the academic and governance life of the Institute while also dedicating their time and expertise to the leadership and administration of their respective programs.

DEFINITION

The Counseling Psychology Department at Pacifica Graduate Institute includes two depth-psychologically focused graduate degree programs—an MA and a PsyD—designed to prepare students for licensure as an LMFT and/or LPCC (MA program) or as a Psychologist (PsyD program). The department values a collegial, student-centered approach to teaching and learning, emphasizing licensure preparation, professionalization, and collaborative faculty-student engagement.

We are seeking a program chair(s) for the Counseling Psychology department. Ideal candidates are fully licensed clinicians passionate about teaching, student support, and collaborative academic leadership through a depth-psychological lens.

This is primarily an administrative role, the Program Chair has the option to teach, but there is no expectation or requirement to do so. The Chair is responsible for academic leadership, faculty supervision, curriculum oversight, student success initiatives, and program accreditation compliance.

The position requires a flexible schedule that includes travel to programmatic and institutional meetings, on-campus residential sessions for MA and PsyD students, and national professional conferences.

As this is a **Co-Chair** role within the Counseling Department, the Chair must be able to effectively collaborate and partner with the other Chair to support the department as a whole. This structure requires a leader who can balance shared responsibilities, communicate openly, and strategically coordinate with their counterpart to ensure programmatic success. The ideal candidate should possess the skills and mindset to operate effectively within this co-leadership model—taking on cross-departmental responsibilities where appropriate, delegating as needed, and working collaboratively in shared departmental meetings to advance the goals of the entire department.

SUMMARY

The Chair provides leadership in all academic and administrative aspects of the Counseling Psychology program. Responsibilities include:

- Overseeing daily operations and academic programming in alignment with BBS (MA), BoP (PsyD), WSCUC, and DOE standards.
- Managing program governance with the Department Management Council, which includes both Full Time and Adjunct Professors, Departmental Directors.
- Representing the Counseling Psychology program within the institution and at external events.

PROGRAM MANAGEMENT

- Oversee program operations, instructional quality, programmatic research efforts (student, faculty, and cross-program) and student experience.
- Lead curriculum development and scheduling for all MA and PsyD student cohorts.
- Manage policies and updates within the program's Student Handbook.
- Facilitate curriculum review processes in compliance with licensing and accreditation standards.
- Organize and lead key departmental meetings:
 - Quarterly Department Management Council Meetings
 - Quarterly Faculty & Staff Council Meetings
 - Quarterly Chairs & Staff Meetings
 - Faculty/Staff Trainings
 - Bi-Annual Faculty & Staff Retreats
 - Counseling Community Webinar Series

- Attend institutional and shared governance meetings.
 - Oversee and participate in programmatic events, including commencement, thesis presentations, student orientations, celebratory events, and community gatherings.
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PROGRAM DEVELOPMENT

- Lead annual program reviews incorporating faculty, staff, and student feedback.
 - Ensure alignment with institutional diversity, equity, and inclusion goals.
 - Support learning technologies such as D2L and Zoom.
 - Enhance student admissions processes and review capstone assessment strategies.
 - Identify and implement programmatic improvements and faculty/staff development opportunities.
 - Maintain compliance with licensure and regulatory requirements for both MA and PsyD programs.
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FACULTY SUPERVISION & DEVELOPMENT

- Supervise and evaluate Full Time and Adjunct Professors.
 - Participate in faculty hiring, scheduling, and assignments.
 - Encourage faculty engagement in professional development.
 - Oversee faculty leadership roles, including Program Assessment Liaison, Process of Psychotherapy Coordinator, and Student/Faculty Liaisons.
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STAFF SUPERVISION & DEVELOPMENT

- Provide oversight for Administrative Staff, including the Director of Administration, Directors of Clinical Training & Research, other Directors and program coordinators.
 - Ensure professional development opportunities for staff.
 - Conduct annual job description reviews.
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STUDENT SUPPORT & SUCCESS

- Respond to student inquiries and concerns.

- Provide opportunities for student engagement and feedback.
 - Monitor quarterly student evaluations and program improvement initiatives.
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ENROLLMENT MANAGEMENT & RETENTION

- Collaborate with the Registrar's Office to track student enrollment and retention.
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ASSESSMENT & ACCREDITATION

- Lead accreditation reviews, assessments, and compliance efforts.
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ADMISSIONS & MARKETING

- Support Admissions with Virtual Experience Days, applicant reviews, and interviews.
 - Represent the program at institutional and external events.
 - Make final admissions decisions and oversee transfer credit evaluations.
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BUDGET & RESOURCE MANAGEMENT

- Manage program budgets, including faculty contracts and departmental expenditures.
 - Work with the Provost on budget planning and revenue-generating initiatives.
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OTHER RESPONSIBILITIES

- Engage in research, writing, and professional presentations.
 - Participate in institutional committees and special projects.
 - Maintain active licensure (LMFT, LPCC, or Psychologist) and meet CE requirements.
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QUALIFICATIONS

- **Education:** Master's or Doctorate in a related discipline.
- **Licensure:** Active LMFT, LPCC, or Psychologist license in California.
- **Experience:**

- Prior academic leadership or supervisory experience.
- Student service experience preferred.
- Policy development and curriculum oversight experience.