

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Chair of Music / Assistant or
Associate Professor of Music

Department: Division of Music

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: Oklahoma Baptist University is a distinguished Christian university committed to integrating faith and learning and to providing an education that fosters intellectual growth, spiritual development, and a commitment to service. The Division of Music in the Warren M. Angell School of Visual and Performing Arts is dedicated to excellence in undergraduate teaching, mentorship, and artistic formation, with a particular focus on performance, composition, music education, worship studies, and musical arts in a Christ-centered, liberal arts context.

The Chair of Music serves as the academic and artistic leader of the division, assisting the Dean of Traditional Undergraduate Education through oversight of divisional operations, faculty, curriculum, assessment, and recruiting, while fostering a healthy divisional culture and advancing the mission of the University. This individual also serves as a teaching faculty member in their area of musical expertise, with responsibilities in undergraduate instruction, student advising, scholarly and creative activity, and service. The chair receives release time while serving in this leadership role.

Essential Functions:

- Lead the Division of Music in exhibiting University values and advancing University objectives and outcomes through Christ-centered academic and artistic leadership.
- Provide oversight of divisional operations, faculty, curriculum, assessment, and recruiting.
- Serve as liaison between divisional faculty and administration, communicating institutional priorities, changes, challenges, and opportunities clearly and regularly.
- Schedule, lead, and ensure minutes are kept for divisional meetings.
- Attend Undergraduate Council meetings and other assigned meetings and committees.
- Foster a healthy divisional culture marked by Christian professionalism, collegiality, collaboration, and artistic innovation.

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- Oversee divisional records, equipment and facility inventory, and budget planning and stewardship.
- Evaluate student complaints in accordance with institutional procedures.
- Approve divisional forms and routine academic or administrative requests as assigned.
- Collaborate with the divisional administrative assistant and other campus offices on reports, student workers, facility needs, and divisional operations.
- Work with MARCOM, Advancement, and related offices to support divisional communication, visibility, growth, and special projects.
- Plan and attend division-related University events, concerts, and recitals, and assist with alumni relations, scholarships, and award allocations.

Faculty Oversight

- Assist divisional faculty in annual evaluation processes and ongoing professional development.
- Recruit faculty, adjuncts, and other divisional personnel as needed; help prepare job descriptions; and lead or assist with search processes.
- Assist in the orientation and onboarding of full-time and adjunct faculty with regard to divisional and institutional policies and procedures.
- Support faculty through matters related to contract changes, leave, non-reappointment, retirement, and related personnel processes in coordination with the Dean of Traditional Undergraduate Education and Human Resources.
- Encourage strong teaching, effective faith integration, wise stewardship of resources, and constructive collaboration across the division.

Curriculum, Assessment, and Academic Oversight

- Oversee divisional curriculum, including course scheduling, faculty load, catalog updates, program development, and academic planning across all degree programs (B.M., B.M.E., B.M.A., and related minors).
- Oversee advising practices, applied music placement, jury and barrier procedures, textbook adoption, course substitutions, transfer equivalencies, and placement processes as assigned.
- Approve special studies and independent studies within the division.
- Coordinate assessment data collection, academic program review, and external accreditation requirements, including National Association of Schools of Music (NASM) accreditation standards where applicable.
- Lead efforts toward continuous improvement, innovation, and alignment of divisional programs with institutional learning outcomes and strategic priorities.

Recruitment and External Engagement

- Coordinate divisional faculty involvement in recruiting activities and events, including audition days and scholarship competitions.
- Help articulate, pursue, and support recruiting goals for all music degree programs.

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- Build and maintain relationships with prospective students, schools, churches, alumni, community partners, and other pipelines for enrollment and support.
- Provide oversight and support for the OBU Music Preparatory Department and its community-facing programming.
- Assist in divisional communication efforts, including website updates, social media, outreach events, and recruitment materials.

Teaching, Advising, and Scholarly/Creative Activity

- Teach undergraduate courses in the candidate's area of musical expertise, which may include applied lessons, music theory, music history, pedagogy, ensembles, or other courses as assigned by divisional need and faculty expertise.
- Develop and implement effective student-centered teaching strategies that integrate faith and learning and make appropriate use of performance, technology, and instructional resources relevant to the discipline.
- Advise and mentor students in academic planning, professional development, and spiritual formation.
- Engage in scholarly or creative activity appropriate to a Christian liberal arts environment, including performance, composition, recording, research, and/or scholarship of teaching and learning.
- Participate in University committees, governance, service, and outreach activities.
- Uphold and promote the Christian mission and values of the University in all professional activities.

Other Duties:

- Perform other duties as assigned.

Required Qualifications:

- Demonstrated ability to provide academic and artistic leadership and administrative oversight in a collegial higher education environment.
- Demonstrated ability to teach effectively at the undergraduate level in the candidate's area of musical expertise.
- Ability to thoughtfully integrate Christian faith with teaching, leadership, and the theory and practice of music.
- Strong verbal and written communication skills.
- Strong interpersonal and organizational skills, with the ability to manage multiple responsibilities and work effectively with students, faculty, staff, administrators, and external partners.
- Ability to support and mentor students from diverse backgrounds and experiences.
- Commitment to the mission of Oklahoma Baptist University and to Christ-centered higher education.

Education:

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Required:

- Master's degree in music or a closely related field; open to any area of musical discipline.

Preferred:

- Terminal degree (D.M.A., Ph.D., D.M., M.F.A., or equivalent) in music or a closely related field; open to any area of musical discipline.
- Academic preparation appropriate for teaching in one or more of the division's core instructional areas (performance, composition, music education, worship studies, music history/theory, or pedagogy).
- Additional preparation or experience that complements existing divisional needs and supports interdisciplinary collaboration.

Experience:

Required:

- Strong commitment to integrating Christian faith with academic and artistic excellence.
- Evidence of successful undergraduate teaching or strong promise of such teaching.
- Ability to work collaboratively with faculty, staff, and students.
- Active involvement in a Christian church and alignment with the University's statement of faith.

Preferred:

- Experience in academic leadership, program coordination, or other administrative service in higher education.
- Experience with curriculum development, academic assessment, program review, or NASM accreditation.
- Experience in student advising, recruitment, and retention in a music degree context.
- Active professional involvement in the candidate's musical discipline (performance, composition, conducting, pedagogy, scholarship, or equivalent).
- Involvement in relevant professional organizations such as NAfME, related state music educators association, NASM, ACDA, CMS, or comparable state, regional, or national bodies.

Equipment:

- Standard instructional technology, including learning management systems (Canvas), presentation software, and classroom audio-visual systems.
- Performance, studio, or pedagogical equipment appropriate to the candidate's teaching area, which may include instruments, recording technology, music notation software, or other music-specific instructional tools.

Physical Requirements:

- Ability to teach in classroom, rehearsal, studio, and performance instructional settings.
- Ability to stand for extended periods and move between classrooms, practice rooms, rehearsal halls, performance venues, and offices.

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- Ability to lift and move instructional supplies, equipment, or music materials, typically up to approximately 25–50 pounds.
- Sufficient visual and auditory acuity to supervise students safely and effectively in instructional and performance settings.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Faculty Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.