

SEARCH PROFILE:

Department Head of Music and Performing Arts



SOUTHEASTERN
LOUISIANA UNIVERSITY

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THE OPPORTUNITY

Southeastern Louisiana University's College of Arts, Humanities, and Social Sciences seeks an inspiring leader to serve as Head of the Department of Music and Performing Arts. Southeastern is a public, regional university currently celebrating the Centennial of its founding. The Department Head is the chief academic and administrative officer of the department and serves a 12-month appointment reporting to the Dean of the College of Arts, Humanities, and Social Sciences. This position carries both administrative and faculty responsibilities including teaching, research/creative activity, and service as appropriate to the scope of the department.

The successful candidate will provide leadership in curriculum development and assessment, faculty mentoring and evaluation, budget management, student recruitment and retention, and strategic planning. The Department Head is expected to promote faculty development, advance research and creative programs, and represent the department in the College, University, and broader community.



Southeastern Louisiana University, founded in 1925, is a comprehensive regional university located in Hammond, Louisiana. With more than 15,000 students, Southeastern is one of the state's largest public universities and serves as an educational, cultural, and economic hub for the Northshore region. The University offers over 150 programs of study across six academic colleges.

Known for its commitment to student success, Southeastern emphasizes hands-on learning, undergraduate research, service, and leadership opportunities. The University maintains a student-faculty ratio that fosters personal attention and mentorship, while its robust support services help ensure retention and graduation. Southeastern is also home to nationally accredited programs in fields such as business, nursing, education, music, and social work.

The campus, set on 365 acres in Hammond America, has seen significant investment in facilities, including the recent renovation of D Vickers Hall and the launch of the Robin Roberts Broadcast Media Center. Southeastern's vibrant campus life features over 100 student organizations, NCAA Division I athletics, and a strong tradition of community engagement.

As we celebrate our centennial, Southeastern continues to advance its mission of excellence in teaching, research, and service.

MISSION

The mission of Southeastern Louisiana University is to lead the education, economic, and cultural development of Southeast Louisiana.

CORE VALUES

Excellence and Caring

STRATEGIC PRIORITIES

To engage a diverse population of undergraduate and graduate learners with powerful experiences.

To enrich and strengthen faculty and staff support and morale.

To increase and manage resources effectively.

To advance Southeastern's brand, strengths and value to audiences.

To expand Southeastern's distance education offerings in response to student and programmatic needs.

To foster a physical environment and efficiently allocate space in a way that directly affects higher rates of recruitment and retention of students, faculty, and staff.

SOUTHEASTERN FAST FACTS

Total Enrollment

15,570 (9,838 undergraduate; 1,276 graduate; 4,461 preparatory)

Total Faculty/Staff

1,760

Majors and Minors

150+

Student-faculty ratio: 20:1

Number of Athletics Teams: 14

Nickname: Lions

Mascot: Roomie the Lion

Colors: Green and Gold





THE DEPARTMENT OF MUSIC AND PERFORMING ARTS

The Southeastern Louisiana University Department of Music and Performing Arts prepares professional performers and educators and serves as a center of art and culture for Hammond and the Northshore. Our program gives all aspiring students the opportunity to experience music, dance, and musical theater. The University has been accredited by the National Association of Schools of Music since 1946, and the department boasts a lengthy heritage of excellence in the training of educators and professional musicians.

Over 200 students from throughout the United States and around the world study music in the department. The size provides a nurturing environment, fosters both large and small ensemble learning opportunities and allows for significant personal interaction with faculty. Our department's graduates continue to distinguish themselves in many ways as performers and educators, from public schools, colleges, and universities to success on the stage.

An outstanding faculty of over 35 musicians and scholars provides our students with the guidance and training to excel. They are leaders in their fields who hold offices in state and national professional organizations and receive national and university awards in teaching, research and creative activity. Heard in performances around the world and on recordings, our instructors take a deep and lasting interest in our students.

The Music and Performing Arts Department offers the Bachelor of Music degree with concentrations in music education, music performance, and jazz studies. The department also offers a minor in music and a minor in Dance and Contemporary Choreography. At the graduate level, we offer the Master of Music in Performance.



FACILITIES

The Department of Music and Performing Arts at Southeastern Louisiana University is centered in the Ralph R. Pottle Music Building, an Art Deco structure built in the 1940s under federal sponsorship. Expanded in 1982 with the addition of a classroom annex and a 220-seat recital and lecture hall, Pottle remains a durable and functional home for the department. The original building houses two large classrooms, an auditorium with strong acoustics, faculty offices, student organization offices, and practice rooms. The annex provides an instrumental rehearsal room, a choral rehearsal room, a dance studio, a piano lab, a large classroom, faculty offices, and additional practice rooms, as well as the office of Southeastern's Community Music School. Together, the two buildings contain 23 practice rooms, including Wenger modules in the annex and double-doored rooms in the original hall.

The department's facilities are complemented by the Columbia Theatre for the Performing Arts in downtown Hammond, owned and operated by Southeastern. Following a major restoration, the Columbia offers an 830-seat main hall, a studio theatre, and other performance spaces. With excellent acoustics and a historic setting, the Columbia serves as the primary venue for the university's large ensemble performances and connects students directly with the broader community.



HAMMOND AND THE REGION

Located in the heart of Southeast Louisiana, Hammond offers the perfect blend of small-town charm, cultural vibrancy, and easy access to major metropolitan areas. Nestled between New Orleans and Baton Rouge, Hammond provides the convenience of city amenities within a relaxed, welcoming community.

Hammond's historic downtown is filled with locally-owned restaurants, coffee shops, boutiques, and galleries, creating a lively hub for dining, shopping, and entertainment. The city also boasts a thriving arts scene, farmers markets, and annual festivals that reflect the area's rich cultural heritage. Outdoor enthusiasts enjoy quick access to scenic waterways, parks, and trails, while Lake Pontchartrain and Louisiana's beautiful Northshore provide endless opportunities for recreation.

With a low cost of living, affordable housing, and a strong sense of community, Hammond is an ideal place to build both a career and a life. The city has excellent schools, family-friendly neighborhoods, and a growing economy supported by education, healthcare, and local industry. Its location makes travel easy, with New Orleans' cultural attractions and Baton Rouge's resources less than an hour away.



COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

The College of Arts, Humanities, and Social Sciences (AHSS) at Southeastern Louisiana University is a vibrant center of creativity, discovery, and innovation—where faculty and staff empower students to become the next generation of leaders, thinkers, and creators. As the largest and most diverse academic unit at Southeastern, AHSS is home to more than 150 faculty across eight academic departments: Communication and Media Studies, English and World Languages, History and Political Science, Music and Performing Arts, Psychology, Sociology and Criminal Justice, Visual Art + Design, and General Studies. The College also houses the Center for Southeast Louisiana Studies and Archives and manages the historic Columbia Theatre in downtown Hammond.

With over 2,400 undergraduates pursuing one of 17 degree programs and nearly 200 graduate students enrolled in six programs, AHSS is a thriving community of artists, scholars, and practitioners.

Our faculty excel in teaching, research, and creative activity, earning competitive grants, prestigious awards, and national recognition. The College has produced Fulbright scholars, a Louisiana Poet Laureate, and faculty honored by the Library of Congress. This culture of excellence ensures students experience an education rooted in both innovation and tradition. Recent investments—including the renovated D Vickers Hall and the Robin Roberts Broadcast Media Center—underscore our commitment to providing state-of-the-art facilities that elevate learning and scholarship.

At AHSS, we celebrate innovation, diversity of thought, and the transformative power of the arts, humanities, and social sciences to enrich society.



RESPONSIBILITIES OF THE DEPARTMENT HEAD

The Department Head is the chief academic officer of the department. The Department Head is appointed by the President of the University, with approval of the University of Louisiana System and has a twelve-month appointment. The Department Head is responsible to the Dean of the College, to the Provost and Vice President for Academic Affairs, and to the President for the administration of the department.

The Department Head serves a key position in the management of Southeastern Louisiana University; success in fulfilling assigned responsibilities requires an individual who understands the role of administration and accepts administrative authority and responsibility. The successful Department Head must possess personal qualities such as openness, integrity, and objectivity.

The Department Head must be effective in planning, communicating, coordinating, problem solving, negotiating, setting goals, and representing the department, college, and University.

The Department Head serves a dual role as faculty member and administrator of the department. As a faculty member, the Department Head is expected to maintain teaching effectiveness and scholarly productivity. As an administrator, the Department Head serves as the unit budget officer and is responsible for the planning, direction and development of the department. Generally, the portion of workload committed to administrative duties is devoted to activities such as hiring, supervising, and evaluating faculty, preparing the department's schedule of course offerings, maintaining departmental records, appointing and coordinating departmental committees, and addressing student needs. The Department Head works with faculty to develop and promote the department's academic programs and implements the directives of the Dean, Provost, and President.

The Department Head shall be eligible for all faculty development grants.

ESSENTIAL FUNCTIONS

1. Directly supervises the faculty in the department.
2. Oversees strategic (includes short- and long-range) planning, direction, and development of the academic department.
3. Ensures the quality and integrity of all academic programs within the department, including program and accreditation reviews, annual reports for new degree programs to supervisory boards, and curriculum development.
4. Plans and initiates organizational, operational, and academic functions for the department and oversees their execution.
5. Promotes faculty development and recruitment for the department. Evaluates faculty in accordance with evaluation guidelines and the guidelines for tenure and promotion. Makes recommendations for faculty appointments, promotions, and compensation.
6. Manages budgets and requests and allocates funds appropriately to meet the needs of the department
7. Enforces within the department the policies and rules of the department, Southeastern Louisiana University, the University of Louisiana Board of Supervisors, and the Louisiana Board of Regents.
8. Works with, serves on, and chairs College and University committees and/or task forces.
9. Represents the department at formal functions and in public relations efforts such as speaking engagements and outreach activities in the community.
10. Oversees the scheduling of courses and recommends implementation of additional courses.
11. Advises the Dean and the Provost on academic matters concerning the department.



REQUIRED AND PREFERRED QUALIFICATIONS

REQUIRED QUALIFICATIONS

- **Terminal Degree:** Doctorate in a music discipline (e.g. performance, theory, musicology, music education)
- **Academic Appointment:** A record of academic accomplishment in full-time teaching, scholarship, and service that warrants appointment at the academic rank of associate or full professor
- **Teaching Excellence:** At least six years of teaching experience at the assistant professor level or above with a track record of excellence at both the undergraduate and graduate levels.
- **Commitment to Shared Governance:** Demonstrated ability to foster a collaborative, inclusive, and collegial work environment amongst faculty with diverse areas of expertise.
- **Strong Interpersonal Skills:** The ability to engage effectively with faculty, staff, students, and external stakeholders.
- **Curriculum Development:** Experience with curriculum development and assessment.
- **Budget Management:** Ability to manage budgets and resources effectively and able to advocate for departmental needs.
- **Personal Character:** Possess personal qualities such as openness, integrity, and objectivity.

PREFERRED QUALIFICATIONS

- Experience in effectively leading an academic department
- Demonstrated history of considerable and effective service at the department, college, and university levels
- Experience with the NASM accreditation process.
- Ability to establish partnerships with local industries and external stakeholders

REQUIRED MATERIALS

- Cover Letter addressing qualifications mentioned in this advertisement
- Resume/Vita
- Names of 3-5 references
- Copies of Transcripts (Only an unofficial transcript for the highest degree is required at application. Official transcripts for all degrees will be required upon employment.
- Evidence of creative and/or scholarly activity including but not limited to videos of solo performances, masterclasses, and lectures or written publications.

SEARCH TIMELINE

To ensure full consideration of your application, please submit all materials by **January 5, 2026**. The position will remain open until filled. All application materials must be submitted through the university's Workday system.

Southeastern Louisiana University is committed to fostering an environment of inclusion, respect and appreciation of differences in individuals. Southeastern is also designated as a State as a Model Employer (SAME) agency and provides assistance to persons needing accommodations or with the accessibility of materials.