Director of Graduate Law Programs

Revised: 11/15/2019 – Changed application deadline to December 16, 2019.

Samford University’s Cumberland School of Law invites individuals interested in serving in a Christian university environment to apply for the position of Director of Graduate Law Programs. This non-tenure-track administrative faculty position is a 12-month appointment.

The Director of Graduate Law Programs is responsible for the development and administration of graduate programs (other than the Juris Doctor, J.D.) offered by Cumberland School of Law. These programs include online Master of Studies in Law (M.S.L.), Master of Laws (LL.M.), and certificate programs with concentrations in financial services regulatory compliance, health law and compliance, higher education law and compliance, and legal operations. More information about these programs is available at https://www.samford.edu/cumberlandlaw/online-graduate-programs. The Director’s duties include recruitment and admission; curriculum and faculty development; faculty supervision; and accreditation and assessment.

Candidates must possess a terminal degree in an area of study offered by the graduate law program. The successful candidate should also have three years’ experience in some combination of the following: managing an academic program (including scheduling courses, accreditation and assessment, and developing enrollment and budget projections); online teaching; and recruiting, hiring, and managing adjunct faculty. The candidate should also have experience with marketing and recruiting for an academic program. The successful candidate must exhibit a positive, can-do attitude; initiative in identifying and solving problems; and ability to work across department lines. Preferred qualifications include a J.D. degree and experience with adult learners, Canvas learning management system, Quality Matters quality assurance system for online course, Slate application management system, and Banner student and finance management systems.

Samford University (www.samford.edu) is the largest privately supported and fully accredited institution for higher learning in Alabama. Located in suburban Birmingham, the University was founded in 1841 and has 425 full time faculty and more than 5,600 students representing 44 states and 30 countries. Samford has been nationally recognized for academics, affordability and value by a number of prestigious publications and rankings. The Wall Street Journal ranks Samford 3rd nationally for student engagement and Kiplinger’s Personal Finance ranks Samford 34th among private universities in the U.S. for value and affordability. The University is dedicated to the promotion of rigorous academic inquiry in a Christian setting. The University offers competitive salaries with a generous benefits package.

The university and law school embrace diversity in their faculty, students, and staff and encourage applications from those who would add to the diversity of our academic community.
Review of applications will begin October 8, 2019 and will continue until December 16, 2019. Application materials should include a letter of application, curriculum vita, three professional references, application for faculty position, and faculty applicant Christian mission statement.

“Application for Faculty Position“ can be found at:  
https://www.samford.edu/departments/files/Human_Resources/application-for-faculty-employment.pdf

“Faculty Applicant Christian Mission Statement“ can be found at:  

Submit all materials in PDF format to:  
FACAPP@samford.edu
Subject: Director of Grad Law Programs

Except as specifically exempted by federal law requirements, Samford University does not unlawfully discriminate on the basis of race, color, sex, national or ethnic origin, disability or age in the administration or application of its educational programs and policies, admissions policies, employment policies, scholarship and loan programs. Consistent with its Christian mission and organizations, Samford is exempt from the religious provisions of Title VII pursuant to 42 U.S.C. Sections 2000e-1(a) and 2000e-2(e).