

Pomona-Pitzer Physical Education Department

Physical Education, Athletics and Recreation are an essential part of the overall educational mission of Pomona & Pitzer Colleges. We aim to further those missions by educating students and athletes of exceptional promise.

We endeavor to provide all students, staff, and faculty with high quality programs, facilities, and physical educational opportunities that are both comprehensive and varied.

The Department of Physical Education and Athletics is committed to the following:

- A Physical Education program that encourages participation in activities that set the stage for the adoption of a healthy lifestyle that contributes to student wellness and success in college and provides a foundation for lifelong health and wellness.
- A vigorous intercollegiate athletic program that strives for achievement and excellence.
- A robust intramural program that encourages students of varied ability and skills to participate in a wide range of recreational activities.
- A successful club sport program that offers opportunities for student-run organizations to participate in intercollegiate club competition.
- A Faculty and Staff Fitness and Wellness program that provides a wide array of fitness and wellness opportunities to encourage and support employees in living healthy lifestyles.

Chair of the Department of Physical Education and Director of Athletics

The Chair of the Department of Physical Education and Director of Athletics is responsible for the leadership, development and oversight of each of these five program areas. The successful leader will bring collaborative, forward-thinking, communicative, dynamic, and ethical leadership qualities to guide a talented department of faculty and staff committed to providing an excellent athletic, physical education, recreation, fitness and wellness experience to the students, faculty and staff at Pomona and Pitzer Colleges. The Director of Athletics will have an understanding and appreciation for the philosophy guiding highly competitive Division III athletic programs at academically rigorous colleges and will lead the department in supporting an environment in which student-athletes can pursue excellence in the classroom, in their sport, on campus, and in the community.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Chair of the Department of Physical Education and Director of Athletics is broadly responsible for overseeing all the areas under the umbrella of the department:

- 21 Varsity Athletics Programs, Physical Education curriculum, Intramural, Club Sports and Recreation Programs, Faculty and Staff Fitness and Wellness Programs, Athletic Facilities, Athletic Training, Strength and Conditioning, Sports Information, and Athletic Administrative Staff.

The Chair of the Department of Physical Education and Director of Athletics is the lead contact point for the following internal and external areas and takes responsibility to develop connections across a wide range of constituents ***at both Pomona College and Pitzer College***:

- Admissions, Advancement, Communications, Student Affairs, Alumni and Parent Relations, Registrars, Conference and Event Planning, Student Health and Counseling Services, Facilities and Campus Services, Deans of the Colleges and Presidents of the Colleges, Southern California Intercollegiate Athletic Conference (SCIAC), and National Collegiate Athletic Association (NCAA).

The duties and responsibilities of the Chair of the Department of Physical Education and Director of Athletics include, but are not limited to, the following:

- In cooperation with the Vice Presidents of Admission and Financial Aid, develop and manage a system for identifying, recruiting and yielding a diverse group of top academic and athletic prospects for both Pomona College and Pitzer College.
- Provide leadership in the planning for all athletic facilities and capital projects.
- In cooperation with the College's Facilities Team, Campus Safety and the department's Facilities and Operations staff, ensure that the athletics and recreation facilities are operated and supervised in a safe and secure manner.

- Develop and manage a strategic plan for staff and administrative positions that is transparent, sustainable and meets the department's needs.
- Provide careful administration and oversight of the department's operating and revenue budgets to ensure the effectiveness, efficiency, and fiscal responsibility of the College's financial resources.
- With support from dedicated advancement staff, develop and execute fundraising plans to achieve sustainable revenue, capital campaigns, endowment and annual giving initiatives.
- Work with athletic department leadership, coaches, and staff to identify fundraising priorities, goal setting, and secure financial support for athletic programs.
- Oversee allocation and scheduling of department facilities and resources.
- Develop short-term and long-term departmental plans and goals for staffing each of our varsity athletic programs, Physical Education, intramural and club sports programming and Faculty/Staff Fitness and Wellness programming.
- Develop a collaborative plan for our departmental staffing structure, including assistant coaches, which can fulfill the goals of an aspirational Division III athletic program.
- Lead fundraising and donor recognition events, including Hall of Fame Dinner; and manage volunteers, including Athletics Advisory Council, dedicated to securing fundraising support for the Pomona-Pitzer program.
- Develop and execute strategies to drive revenue generation, including leveraging unique summer opportunities for the athletic department.
- Maintain current and expert understanding of NCAA and conference regulations, legislation, and processes. Provide leadership and accountability to ensure that the varsity athletic program complies with all local, state, and federal laws, including Title IX, and one that adheres to all college policies and procedures.
- Demonstrate a clear commitment to advancing gender equity, diversity, and inclusion in athletics programs, participants, and personnel. Possesses the philosophy of an integrated athletics and recreation department with other aspects of campus life contributing to a seamless, holistic student experience.
- Serve as the primary Pomona-Pitzer representative to the NCAA and SCIAC; ensure compliance with college, NCAA, and SCIAC policies, protocol, philosophy and guidelines.

HIRING AND REVIEWS OF DEPARTMENT FACULTY AND STAFF

- In conjunction with the Dean of the College, direct the hiring process of department faculty members.
- Supervise and facilitate the review process for faculty members of the Department of Physical Education.
- Oversee the hiring and review process of department staff members and the athletic administration team.

MANAGING DEPARTMENT FACULTY AND STAFF

- Understand and appreciate Pomona College's unique faculty-coach model and Pomona College's tradition of faculty governance and college service, including the Physical Education Department's role in the General Education curriculum of the college.
- Participate as a teaching member of the faculty of the Department of Physical Education.
- Help develop a path for coaches to achieve success on the field, develop positive team cultures, learn from participating in department activities, and excel in their physical education teaching.
- Managing an administrative and support staff team that currently consists of Assistant/Associate Athletic Directors; a Director of Intramurals, Club Sports and Recreation; a Sports Information department; the Sports Medicine department; a Strength and Conditioning coach; an Equipment Manager, the department's office manager; and an administrative assistant.
- Help develop a path for staff to achieve success in their personal growth and professional development in the department, at the colleges, and in their career fields.
- Foster a supportive, collaborative, transparent, and inclusive culture within the department to ensure that all members are working to achieve the same goals.
- Maintain the Department of Physical Education and Athletics Handbook to guide procedures of the department in alignment with college policy.
- Lead the department to administer programs and implement policies for the NCAA Division III, the SCIAC and for Pomona/Pitzer Colleges.
- Proactively support a commitment to gender equity, diversity and inclusion by providing resources, leadership and support so our department faculty and staff can be campus leaders in this area and be prepared to serve our diverse student body and college community.

QUALIFICATIONS AND CHARACTERISTICS OF THE SUCCESSFUL CANDIDATE

The successful candidate should have an advanced degree and significant, progressive professional experience leading a complex, dynamic, and diverse department. Experience within a highly selective liberal arts institution, collegiate-level coaching, and capital planning and fundraising experience are preferred. The successful candidate will possess a comprehensive understanding of intercollegiate athletics administration, scholar-athlete development, and NCAA compliance within a Division III environment. The next director will possess strong strategic planning acumen and fiscal competencies, excellent problem-solving abilities, and a familiarity with program development and assessment. The next director should be able to mentor and inspire the professional development of coaching faculty and athletics administrators, commit to supporting wellness and recreation in the holistic development of students, and demonstrate a commitment to diversity, equity, inclusion, belonging, and social responsibility. The next chair/director should have the capacity and desire to teach physical education activity courses or academic seminars.

REPORTING STRUCTURE AND REVIEW PROCESS

The Chair of the Department of Physical Education and Director of Athletics is a unique position within Pomona College. It is a full professor faculty position with a rolling contract similar to faculty coaches, but with an extensive administrative portfolio similar to directors with coterminous appointments.

The Chair of the Department of Physical Education and Director of Athletics reports to the Dean of Pomona College and has regularly scheduled meetings with the President of Pomona College to address NCAA and SCIAC concerns as well as campus issues facing both Pomona and Pitzer Colleges.

The review process for this position will include a 360 administrative review prior to an augmented college faculty reappointment review, which is conducted by the campus-wide, multidisciplinary Faculty Personnel Committee (FPC). The initial 360 review would occur in the third year, with the FPC review in the fourth year after which the standard eight-year rolling contract would be issued with the fifth year department assessment replaced by a 360 review to be followed by the eighth year augmented FPC review.