



LMU

Lincoln Memorial University

Knoxville, Tennessee

INVITING APPLICATIONS AND NOMINATIONS FOR

**Master of Business Administration
Program Director**

AND

**Assistant/Associate Professor
of Graduate Studies**

Lincoln Memorial University, a comprehensive private university in eastern Tennessee, seeks an experienced academic administrator with proven leadership skills to serve as the **Master of Business Administration (MBA) Program Director**. The Program Director will hold the rank of Assistant or Associate Professor of Graduate Studies.



THE OPPORTUNITY

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. LMU's School of Business provides an entrepreneurial-based education that prepares students for success in the ever-changing dynamics of today's global marketplace.

The School offers three Master of Business Administration options, with classes held at the Harrogate Campus and the Knoxville and Cedar Bluff extension centers as well as online.

The MBA Evening Program can be completed with any combination of face-to-face and online classes. Classes are offered at the Harrogate and Knoxville-Cedar Bluff locations.

The MBA Online Program is completely online. The professors who teach in the classroom and offer valuable real-world



LMU in Cedar Bluff

business experience are the same ones who teach the online classes. Through the online program, students can earn the General MBA or the MBA with any of the three concentrations: Sport Management, Management, and Marketing.

The Dual Degree MBA (DO/MBA or DVM/MBA) is available only to LMU students pursuing their DO or DVM degree. The program offers a general business concentration and begins with an intensive 10-week summer session followed by course work in-residence or online.

LMU MISSION AND PURPOSE

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to

communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.





The **MBA Program Director and Assistant/Associate Professor of Graduate Studies** (MBA Program Director) position is an excellent opportunity to lead a strong and growing business graduate program. The MBA Program Director shall have the primary responsibilities of teaching both graduate and undergraduate on-ground and online courses, participating graduate committee work, conducting research/creative achievement, and supporting recruitment and service functions as they contribute to the attainment of the mission of the University, the School of Business, and the Graduate Studies Department.

The MBA Program Director reports to the Graduate Chairperson. Offices are housed at the Lincoln Memorial University Cedar Bluff site in Knoxville, Tennessee.

Duties and Responsibilities

- Promote the mission of Lincoln Memorial University to all faculty, staff, and students, and to the community at large.
- Promote effective working relationships among faculty, staff, and students.
- Participate on University committees.



- Comply with all policies and procedures of the University, including those in the Faculty/Staff Policy Manual.
- Complete all reports necessary for the advancement of the University's programs.
- Serve on dissertation committees as a member and/or dissertation chairperson.
- Assist in the recruitment of students to the MBA program and other School of Business programs.
- Provide enrollment, assessment, and retention reports to the Dean of the School of Business as directed by the Chair of Graduate Programs and Dean of the School of Business.
- Serve as mentor to graduate students.
- Develop and edit the MBA program handbook and guide.
- Teach undergraduate and/or graduate courses based on course needs whether graduate or undergraduate programs.
- Provide academic advisement of students and conduct office and conference hours.
- Ensure School compliance with the standards of the Southern Association of Colleges and Schools (SACS) and the Accrediting Council for Business Schools and Programs (ACBSP).
- Complete required institutional and program accreditation reports and other reports necessary for the operation and advancement of the University.
- Supervise the development, implementation, evaluation, and preparation of annual reports of the Strategic Plan as related to the Graduate Department and academic programs within the School.
- Engage in professional development.
- Fulfill the University's scholarship expectation through research, publication, grant development, and creative achievement.
- Assess, assist, and guide face-to-face full-time and adjunct graduate faculty under the direction of the Graduate Chair and Dean of the School of Business.
- Participate in annual faculty evaluations.
- Attend department, School, and University faculty meetings and commencement activities, and provide committee service.
- Participate in community and public service opportunities.



QUALIFICATIONS

Candidate must have a Ph.D. in Business Administration, Doctor of Management (D.MGT.), Doctor of Business Administration (DBA), or other equivalent degree. The Program Director will have leadership experience in higher education, as well as demonstrated effective practical or graduate teaching and dissertation committee experience at a regionally accredited institution.

Preferred Qualifications

- Evidence of effective graduate teaching and scholarly activity
- Demonstrated success in chairing student dissertations

Knowledge, Skills, and Abilities

- Effective communication skills
- Demonstrated knowledge and mastery of subject content
- Demonstrate the ability to use discipline-related computer programs and software for instruction
- Demonstrated knowledge of student advising
- Research, publication, creative achievement, and grant development capability
- Effective management skills

THE SCHOOL OF BUSINESS

Driven by both a deep respect for the free enterprise system and the ideal of service to humanity—an ideal exemplified by the life of Abraham Lincoln—LMU’s School of Business provides students with the educational and research opportunities needed to prepare for a career in business, industry, and government. Through rigorous coursework and extensive research opportunities, students graduate ready to contribute to any business, start their own, or continue their education in a graduate program.

The mission of the School of Business is to prepare leaders who are able to meet and exceed the challenges of today’s integrated world economy, and



who can balance ethics and social responsibility with the creation of profits and wealth for the betterment of society. The School seeks to attract students with high leadership potential who want to engage in an academically rigorous and continually improving business education that builds upon the knowledge of foundational business concepts.

Accredited by the Accreditation Council for Business Schools and Programs (ACBSP), the School of Business promotes the balance between teaching excellence and research that impacts the students so they may engage the world in a meaningful way. The School is committed to increasing the visibility of LMU through rigorous, innovative, and student-centered undergraduate and graduate programs that reach students both on-campus and through distance learning modes.

All School of Business programs are regionally accredited through SACSCOC. The School of Business offers two undergraduate degrees and three graduate degrees:

- **Bachelor of Business Administration** with **BBA** concentrations in:
 - Accounting

- Finance
 - Management
 - Marketing
 - Sport Management
 - Business Education
 - **Bachelor of Arts in Business**
- The School of Business offers a minor in Information Systems.
- **Master of Business Administration**
 - **General MBA**
 - **MBA** with concentrations in:
 - Sport Management
 - Management
 - Marketing
 - **Master of Science in Business Analytics**
 - **Doctor of Business Administration** with **DBA** concentrations in:
 - Sport Management
 - Management

All School of Business programs are regionally accredited through SACSCOC. The School of Business has not yet sought accreditation through ACBSP for its Sport Management concentration nor its MSBA or DBA program.

The primary philosophy in all of LMU’s



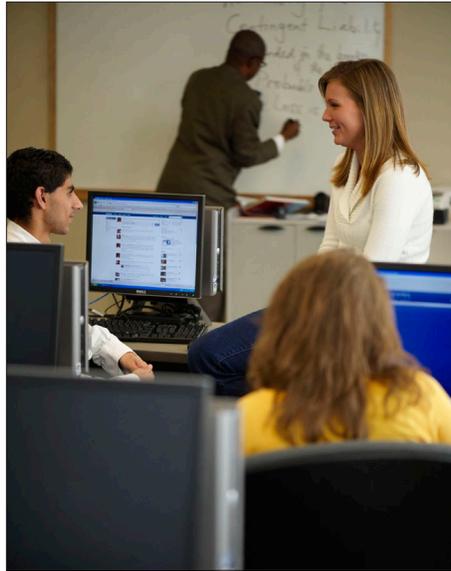
business programs is critical thinking, decision making, and leadership. To emphasize these skills, the curriculum includes case studies, research, group exercises, and discussion of current events. The curriculum is delivered by academically qualified faculty, many of whom also have professional experience in business. This enables the business faculty to focus on the application of a student's education to real world situations.

The School has a chapter of the business honor society Delta Mu Delta.

Recognized for being an excellent educational and intellectual resource in the region, the School of Business is committed to providing programs and services to the tri-state region of Kentucky, Tennessee, Virginia, and beyond through its teaching, research, and service mission.

Through Volunteer Income Tax Assistance (VITA) Program, business and accounting students provide free tax help to low- to moderate-income people in the community who cannot prepare their own tax returns.

Service opportunities for business students also are available through ENACTUS, and the local chapter of SAM,



the Society for the Advancement of Management. Both organizations bring students together with businesses to create entrepreneurial and economic development projects that improve the quality of life in communities.

THE UNIVERSITY

Lincoln Memorial University offers associate, bachelor, master, and doctoral degrees. With the main campus in Harrogate, Tennessee, the institution provides academic programs at 10 extended learning sites across Tennessee, Florida, and Kentucky.

Founded in 1897, LMU grew out of the love and respect for the nation's 16th president, Abraham Lincoln, and today honors his name, values, and spirit with education and service. Throughout the past 121 years, the University has provided educational opportunities, developed community leadership, and expanded the economic and social forces within the Appalachian region.

The co-educational institution is strong and growing with enrollment increasing more than 60 percent over the last decade. Nearly 4,800 students are pursuing undergraduate or post-graduate degrees in LMU's nine schools and colleges:

- Carter and Moyers School of Education
- Caylor School of Nursing
- College of Veterinary Medicine
- DeBusk College of Osteopathic Medicine
- Duncan School of Law
- Paul V. Hamilton School of Arts, Humanities, and Social Sciences
- School of Allied Health Sciences
- School of Business
- School of Mathematics and Sciences

Providing a challenging academic

JAMES MAXWELL, PH.D

DEAN OF THE SCHOOL OF BUSINESS



James Maxwell, Ph.D., joined Lincoln Memorial University in 2017 as Dean of the School of Business. Dr. Maxwell brought nearly two decades of experience in academic leadership and more than 23 years as a field engineer, marketing manager, and vice president of sales and marketing for Emerson Electric Corporation to the leadership position.

Before joining LMU, Dr. Maxwell served as Chair of the Management Department and professor at Sullivan University. Over his career, he also served as Provost and Vice President for academic affairs and student life at MacMurray College, Department Head and Professor at the University of Northern Iowa, and Chair and Professor at SUNY-Buffalo State.

Maxwell has received the Kauffman Fellowship from the Ewing Marion Kauffman Foundation for the advancement of entrepreneurship; the President's Award for Excellence in Teaching and the Instructor of the Year from SUNY-Buffalo State and several other awards. He serves as an editorial reviewer and board member for several academic journals and professional organizations.

He holds a Ph.D. in technology management and human resource development and industrial training from Indiana State University; a Doctor of Management degree from Webster University in St. Louis, Missouri; and a Master of Business Administration degree and a Bachelor of Science degree in Management from Maryville University, in St. Louis, Missouri.



students. These services are specifically targeted to students who are first-generation college students and/or financially eligible under federal guidelines and/or physically or

off-site graduate and undergraduate students. LMU's extended learning sites are located in Alcoa (Blount County), Chattanooga, Kingsport, Knoxville, TN; in Corbin and Middlesboro, KY; and Tampa, FL.

For more information on the University, visit the website at www.lmunet.edu.

KNOXVILLE, TENNESSEE

Lincoln Memorial University's Cedar Bluff campus is located in Knoxville. Near the Great Smoky Mountains, numerous lakes, and the Tennessee River, Knoxville is the perfect blend of Southern hospitality and modern development. The city and area are rich in culture and natural beauty, offering many outdoor recreational opportunities and entertainment attractions.

Knoxville offers a low cost of living and high-quality residential neighborhoods. Additionally, Tennessee does not have a state income tax.

program in an engaged-learning environment and close-knit community, LMU faculty members are committed to preparing students for successful careers. More than 75 percent of the full-time faculty teaching undergraduate programs have doctorates or the highest degree in their field. The average class size is 13 students.

learning disabled.

In keeping with its mission, Lincoln Memorial University is committed to serving students of the Appalachian region and beyond. Technology extends the institution's reach simply and effectively to a great number of

The 1,000-acre campus in Harrogate has been expanding rapidly to meet the growing demands of new programs and the increased enrollment. Recent campus additions include a 140,000-plus-square-foot classroom and laboratory building, which houses math, science, and nursing classrooms and labs, along with space for student and faculty research, and a driving range and a three-hole executive golf course.

A significant component of the LMU experience is service. All undergraduate students who receive institutional financial aid for the University are required to participate in a 10-hour service learning component each semester. The Student Service Initiative provides students with opportunities to become involved in service learning projects and community service.

LMU offers Student Support Services, which is a federally funded program that provides advising, tutoring, career planning, cultural activities, and freshmen mentoring to qualified

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution.

APPLICATION AND NOMINATION PROCESS

Confidential inquiries are welcomed; nominations are invited.

Applications must include:

1. Letter of interest
2. Current curriculum vitae
3. At least three references with full contact information, including e-mail addresses (References will not be contacted without consent from applicant.)

Submit application materials to LMU-MBA@myersmcrac.com. The review of application materials is ongoing. The search will remain open until the position is filled.

Submit nominations to LMU-MBA-nominate@myersmcrac.com with full contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Lincoln Memorial University with this search.



515 Mulberry Street, Suite 200
Macon, Georgia 31201
Phone: 478.330.6222
www.myersmcrac.com