

RESUME

Dr. James Christopher Lefler
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CAREER OBJECTIVE

Continuing a career in higher education administration and teaching.

EDUCATION

1998 - East Tennessee State University
Ed. D Degree, Educational Leadership and Policy Analysis-Higher Education and Private Sector

1978 - East Tennessee State University
M.S. Degree, Biology

1972 - East Tennessee State University
B.S. Degree, Biology and Health, Cum Laude

1968 - Johnson County High School
Mountain City, Tennessee

WORK EXPERIENCE

August 1994-Present

Dean, Evening and Distance Education
Northeast State Technical Community College
Blountville, TN 37617

Duties: Provided administrative and leadership oversight to the Division of Evening and Distance Education. Responsible for providing programs and services to students at off-campus centers and sites, distance education, evening school, weekend college, high school dual enrollment programs, and NextStep, which is an accelerated learning program for working adult students. Additionally, the division is responsible for administrative and records management of all adjunct faculty teaching at Northeast State. Developed, reviewed, and supervised annual budget in excess of \$500,000. Actively involved in the evaluation of professional and instructional staff.

June 1990-Present

Instructor of Biology

Northeast State Technical Community College
Blountville, TN 37617

Duties: Provided initial leadership in the development and design of the Biological Sciences Department at Northeast State. Established the curriculum, laboratory design, textbook selection and selection of faculty. Primary teaching responsibilities have been in the area of freshman general biology and health education.

August 1999-Present

Adjunct Faculty Member

Department of Educational Leadership and Policy
Analysis
East Tennessee State University
Johnson City, TN 37614

Duties: Served as an adjunct faculty member in the Department of Educational Leadership and Policy Analysis. Provided instructional leadership in the *The Adult Learner, Leadership for Lifelong Learning, and Educational Program Evaluation*. Additionally, served the department as a mentor and advisor for doctoral level students.

May 1985-July 1994

Division Chair, Division of Development Studies
Northeast State Technical Community College
Blountville, TN 37617

Duties: Provided administrative and leadership oversight for the division. Responsible for the development of curriculum, establishment of policy and procedures, established filing and documentation systems and the counseling and student support systems for the division. Selected, trained and provided academic leadership for both full-time and adjunct faculty. Developed, reviewed, and supervised annual budget in excess of \$500,000. Actively involved in the evaluation of professional and instructional staff.

September 1984-
April 1985

Director, Special Services Program
Tri-Cities State Technical Institute
Blountville, TN 37617

Duties: Established and implemented a Special Services project at Tri-Cities State Tech. Designed and initiated management, personnel, and information systems for the project. Served as Liaison Officer for Special Services to the College and the U.S. Department of Education.

1980-1984

Interim Director, Office of Special Programs and Coordinator of Veteran Upward Bound Program
East Tennessee State University
Johnson City, TN 37614

Duties: Directed three Title IV Federal Programs (Special Services, Upward Bound, Veterans Upward Bound). Supervised a staff of six professional staff and twenty-one part-time instructional staff members. Represented the Office of Special Programs as the budget and Liaison Officer to U.S. Department of Education and East Tennessee State University. Managed and supervised a annual budget in excess of \$500,000. Evaluated all professional and part-time staff and faculty. Attained a thorough working knowledge of the rules and regulations governing Title IV (Trio) Programs.

1979-1980

Teacher, Biology and Earth Science, Grades 7-8
Bristol Tennessee School System
Vance Junior High School
Bristol, TN

Duties: Instructor in “Focus”, an alternative school program for educationally disadvantaged junior high school students. Students were referred to the program due to educational, motivational, behavioral, or discipline problems.

1978-1979

Teacher, Biology, Grades 9-12
Johnson County School System
Johnson County High School
Mountain City, TN 37683

Duties: Taught biological and general science courses. Responsible for curriculum design, textbook selection and program articulation.

1975-1978

Veterans Outreach and Admissions Counselor
Office of Admission and Records
East Tennessee State University
Johnson City, TN 37614

Duties: Served as an outreach and admissions counselor for Vietnam era veterans. Major tasks were to assist veterans with initial enrollment, admission, registration and financial aid. Also functioned as an admissions counselor for traditional student counseling and enrollment.

1974-1975

Interim Teacher, Biology and Chemistry
Grades 9-12, Carter County School System
Unaka High School
Elizabethton, TN 37643

Duties: Taught biological, general science and chemistry courses. Responsible for curriculum design, textbook selection and program articulation.

1972-1974

Graduate Assistant, Department of Biology
East Tennessee State University
Johnson City, TN 37614

Duties: Served as a teaching/lab assistant and general biology faculty member. Taught all levels of freshman biology and sophomore level ecology. Supervised first-year grad students and had general oversight responsibilities for all general biology labs.

APPOINTMENTS

of Special Programs, 1985-86.

Served as President and President Elect of the Tennessee Association for Developmental Education TNADE, 1989-1991.

Served as East Tennessee Regional Representative for TNADE, 1992-1994.

Served as East Tennessee Regional Representative for the Tennessee Alliance for Continuing and Higher Education, 1997-1999.

Served as Membership Chair for the Tennessee Alliance for Continuing Higher Education, 1999-2002.

Served as Vice President for the Tennessee Alliance Continuing Higher Education, 2001-2002

Serving as President Elect of the Tennessee Alliance for Continuing Higher Education and Conference Program Chair, 2002-2003

Served as President of the Tennessee Alliance for Continuing Higher Education, 2003-2004.

Served as Chair of various committees for the Tennessee Board of Regents (TBR).

HONORS AND AWARDS

Phi Kappa Phi National Honor Society
East Tennessee State University
Johnson City, TN

Beta Phi Society
East Tennessee State University
Johnson City, TN

PERSONAL DATA

Date of Birth: February 19, 1950
Place of Birth: Mountain City, Tennessee
Marital Status: Married

Children-Jonas and Lauren

REFERENCES

Professional References

Dr. Nancy Dishner, Associate Professor
Department of Educational Leadership and
Policy Analysis
East Tennessee State University
P.O. Box 70550
Johnson City, TN 37614
(423) 439-7618

Dr. Terrence Tollefson, Associate Professor
Department of Educational Leadership and
Policy Analysis
East Tennessee State University
P.O. Box 70550
Johnson City, TN 37614
(423) 439-7617

Dr. Carole Shaw, Vice President for Academic and
Student Affairs
Northeast State Community College
PO Box 246
Blountville, TN 37617

Personal references furnished on request