

CHITRA NAYAR

Department of Decision and Technology Analytics (DATA), College of Business, 621 Taylor Street, Bethlehem, PA 18015

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EDUCATION

Harvard University Higher Education Teaching Certificate, May 2020

M.B.A., December 1987, University of Iowa, Iowa City, Iowa.

B.Sc. (Hons) in Chemistry and Biochemistry, 1981, University of Aston in Birmingham, England.

EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE

Lehigh University, College of Business, Bethlehem, PA: January 2003 to present

Teaching Associate Professor, Department of Decision and Technology Analytics (DATA)

- Responsible for teaching BIS 423: Management Information Systems in the Masters in Management program.
- Course Coordinator for BIS 111 and responsible for teaching BIS 111: Introduction to Information Systems, a required course for all undergraduate business majors. This course has multiple sections each semester and is also taught in different modalities during the year.
- These courses examine the fundamental role of information systems in supporting and managing business functions and enabling firms to compete effectively. Both the technical and managerial aspects of information systems are discussed. The course integrates technical infrastructure, database concepts, management decision-making, and business process issues critical to the understanding of operational and strategic information systems. It introduces business applications that support accounting, finance, supply chain management, and marketing.

The University of Oklahoma, Price College of Business, Norman, OK: August 1995 to May 2001, and August 1991 to Dec 1993

Instructor, Management Information Systems Division

- Responsible for coordinating and teaching the core MIS theory course, MIS 2113/3113: Computer Based Information System, to undergraduate business majors. Coordinated the course for approximately 550 students each semester and oversaw about ten graduate assistants and adjunct faculty who also taught the course. Material covered included management theory, systems analysis, database applications, and infrastructure.

Adjunct Instructor, Management Division

- Responsible for teaching an upper-level microcomputer applications course, MIS 3213: Microcomputer Applications in Business, to Management Information Systems majors.

Senior Analyst, Federal Reserve Bank of Kansas City, Oklahoma City Branch, January 1994 to July 1995.

- Worked in check processing and cash services. Projects included developing automated management reports, budget, and implementing a client-server application to migrate these operations from a prior mainframe environment. Served as coordinator and liaison for this client-server application.

Data Manager, Office of Affirmative Action, University of Iowa: August 1987 to August 1988.

- Responsible for the initiation, organization, development and management of a database system to facilitate the filing of compliance reports with Federal, State and University authorities.

Chemist, Newey Malaysia PLC, Melaka, Malaysia: October 1981 to August 1983.

- Responsible for quality control testing of various product lines. Held supervisory responsibility over two laboratory technicians.

COURSES TAUGHT

BIS 423: Management Information Systems, Lehigh University, August 2015 to present

BIS 111: Introduction to Information Systems, Lehigh University, August 2004 to present (8 sections of about 35 students each during the Fall and Spring semesters. In addition, I teach an online version of this class each summer.

BIS 211: Business Information Systems, Lehigh University, Jan 2003 to May 2003

MIS 2113/3113: Computer Based Information Systems, University of Oklahoma, August 1995 to May 2001

MIS 3213: Microcomputer Applications in Business, University of Oklahoma, August 1991 to August 1993

HONORS AND AWARDS

John C. Swartley Memorial Visiting Professorship in the College of Business, Lehigh University

July 1 2006-June 30 2012: John C. Swartley Memorial Visiting Professorship

Recognized for Universal Design for Learning (UDL) - nominated by students at Lehigh University

Recognized via student nominated award for commitment to Universal Design for Learning (UDL) sponsored by the Office of Academic Support Services and the Peer Mentors Student Leadership Program at Lehigh University.

PROFESSIONAL AND SERVICE ACTIVITIES

Lehigh

- **Course Coordinator for BIS 111**
- **Advisor – BIS*AN (Business Information Systems and Analytics) Club**, Lehigh University: Work with student officers to provide information about the BIS major and minor, coordinate programs and presentations via club activities, and generally promote and support the BIS*AN program outside the classroom.

External

- Member – Association of Information Technology Professionals, Lehigh Valley Chapter.