



**JOB DESCRIPTION**  
**TEACHING FACULTY AND PROGRAM DIRECTOR**  
**DEPARTMENT OF SOCIAL WORK**  
**(Tenure-Track Position)**

**APPLICATION AND HIRING TIMELINE INFORMATION**

To apply for this position you should submit a cover letter, curriculum vitae, a statement of teaching philosophy, copies of your graduate transcripts (unofficial on application, official if selected as a finalist), the names and contact information for at least five references, and your salary requirements. Please email your application materials to [kristan.hernandez@kwu.edu](mailto:kristan.hernandez@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin January 6, 2018, and continue until a hiring decision is made.
- Position is anticipated to be filled **no later than** February 28, 2017 if not sooner.
- Position begins as soon as possible but preferably within 30 days of hire.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

**ADMINISTRATIVE INFORMATION**

**JOB'S TITLE:** TEACHING FACULTY – Social Work (Program Director, Tenure-Track Position)

**JOB'S OPERATING GROUP:** Office of the Provost

**OPERATING GROUPS MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**JOB'S DEPARTMENT:** Department of Behavioral Sciences and Human Services

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The BSHS Department is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student centered learning.

**JOB'S DIRECT SUPERVISOR:** Department Chair: Andrew Bedrous

**DATE JOB LAST REVIEWED OR ANALYZED:** September 2017    **REVISED BY:** HR: Frank Roth, Psychology Program Chair: Steve Hoekstra

**JOB'S STATUS:** Full-Time, Faculty, Exempt (Teaching Duties Exemption), Salaried, Nine-Month Contract.

**JOB'S FACULTY RANK:** To be determined at hiring based on the person's highest degree attained, qualifications, and experience.

**JOB'S SALARY AND BENEFITS:** Minimum entry salary is \$48,000 with final salary to be determined at hiring based on the person's qualifications, experience and faculty rank. Full-time benefits as outlined in the university benefits package found on the university's job web site.

## JOB INFORMATION

**JOB RESPONSIBILITIES (SUMMARY):** This job is responsible for preparing and teaching a wide variety of social work and human services courses as part of a Bachelor's in Social Work major (to be designed) as well as service courses for Liberal Arts and requirements for other majors. This position also serves administratively as Director of Social Work, thereby being responsible for achieving and maintaining program accreditation and program enrollment goals. This job is also responsible for advising Social Work majors toward academic, career, and life success.

**JOB WORKS WITH:** The department is led by a Department Chair and currently consists of three full-time teaching faculty (2 psychology, 1 sociology), with frequent collaboration with the Center for Public Policy and Safety (Criminal Justice and Emergency Management), which were a part of the department until recently. The Social Work program will consist of two full-time positions, a director and an internship coordinator. This job also fully interacts with the KWU student body in terms of teaching and advising. In addition, this job will interact with other faculty and staff regarding recruiting, curriculum design, and other similar requirements of the department and university.

**JOB'S STAFF AUTHORITY:** Departmental student work study.

**JOB'S BUDGET AUTHORITY:** Annual budget recommendations and regular monitoring of departmental and club accounts.

**JOB'S PHYSICAL WORKING CONDITIONS:** Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**JOBS EQUIPMENT USED:** University phone and Learning Management System (LMS) system. PC computer.

**JOB'S WORK SCHEDULE:** Flexible schedule arranged around a Monday-Friday teaching schedule. A minimum of ten hours of scheduled "office hours" are required.

**JOB'S TRAVEL REQUIREMENTS:** Travel for recruitment, professional development or student club activities may be required.

## JOB DUTIES AND PERFORMANCE STANDARDS

**For a more complete understanding of the duties and responsibilities of faculty jobs, please read and review the Faculty Handbook which will be made available to final candidates for the job.**

### JOB'S ESSENTIAL DUTIES

1. Teaching (45%): Responsible for delivering in a student receptive manner the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in the course syllabus.
  1. Teach nine (9) credit hours each semester (18 credit hours per year). Coursework has yet to be determined. The first semester (SP18) will involve designing the upcoming curriculum and preparing for an accreditation self-study, but may involve up to 6 credit hours depending on the applicants credentials and course needs of the BSHS and CPPS departments. Summer courses (on-ground or on-line): optional.
  2. Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
  3. Create and post a course Syllabus, and a Class Schedule for each class being taught during each semester.
  4. Create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
  5. Create course rubrics in order to reliably assess each student's performance related to the course's learning objectives and to identify areas for student improvement.
  6. Assist students to master course material by being available through "office hours" and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
  7. Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated time.
  8. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.

2. Advising (15%): Responsible for assisting students to create an individual educational plan which allows the student to graduate in the shortest amount of time possible and at the least possible cost consistent with the student's educational goals. As a general rule, first year faculty will NOT advise department students except in unusual circumstances.
  1. Assist advisees to develop educational and career goals, and to seek the information necessary to achieve those goals.
  2. Assist advisees to create "graduation plans" in order for students to complete university and department graduation requirements with the least cost and time possible consistent with their advisees' educational goals.
  3. Meet a minimum of once a semester with their advisees to review educational, graduation, and career progress, and as needed to effectively meet the needs of each advisee.
  4. Assist advisees to enroll in needed classes at the soonest possible time in order to ensure graduation success as well as accurate enrollment counts.
3. Service (10%): Serve as a responsible member of the campus and local communities.
  1. Serve on university committees and appointed or elected offices to enhance department and university policies and processes which enhance student academic and career success.
  2. Ensure social work program compliance with regulatory boards, including licensure and/or accreditation.
  3. Support student co-curricular activities, including advising student clubs as necessary
4. Professional Development (5%): Responsible for preparing and executing an annual professional development program in order to enhance your course content knowledge and teaching effectiveness skills.
  1. Maintain expertise in the field of social work and SoTL by reading, conducting research, attending seminars, webinars, workshops, and classes for self-improvement and/or professional enhancement.
  2. Maintain membership involvement in relevant professional organizations

**JOB'S OTHER DUTIES: (25%)**

1. Assist the department and university to recruit, enroll, and retain students who are a good fit for our culture, mission, and vision.
2. Evaluate and revise curriculum, course materials, and delivery methods as changes in the field and teaching environments warrant.
3. Review, evaluate, and revise department policy, textbooks, and curriculum in conjunction with other department members and the Department Chair in order to enhance student academic and career success.
4. Lead program efforts for student recruitment, marketing, and promotion.
5. Collaborate in the development of the departmental course schedule and program budget recommendations.
6. Coordinate and chair the meetings of the Social Work Advisory Council.
7. Be active in state-level social work organizations.
8. Attend all required university events such as commencement, faculty meetings, in-service workshops, etc.
9. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY YOUR SUPERVISOR.**

**JOB'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor based on the job holder's existing qualifications and experience.

1. Course Learning Objectives, Syllabus, and Class Schedule posted as required.
2. Semi-Annual Student Course Evaluation Results
3. Semi-Annual Advisee Evaluation Survey Results
4. Annual Self-Evaluation Results
5. Annual and 5-year Department Review
6. Peer Review as per the Faculty Handbook
7. Accreditation, periodically reviewed by the Council on Social Work Education

## JOB QUALIFICATIONS

### EDUCATION:

- **MINIMUM REQUIRED:**
  - Hold a Master's degree in Social Work from a CSWE accredited program or
  - Hold a Bachelor's degree in Social Work from a CSWE accredited program and a PhD from an allied field
- **PREFERRED:**
  - Hold a PhD in Social Work
  - Breadth of content area preparation at the graduate level

### CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** LMSW

### WORK EXPERIENCE:

- **MINIMUM REQUIRED:** 2 years work experience in the field post-licensure
- **PREFERRED:**
  - Previous experience as a college-level educator
  - Previous experience with directing a similar program
  - Previous experience with CSWE accreditation
  - Experience with technology-enhanced course design
  - Evidence of scholarly presentations and/or publication, with special emphasis in involving undergraduate collaborators in research
  - Grant-writing experience

### KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED**
  1. Student-focused educator committed to student learning, retention, persistence, and completion.
  2. Demonstrated proficient level of oral and written communication skills.
  3. Demonstrated ability to work effectively with diverse populations.
  4. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
  5. Demonstrated problem solving and abstract thinking skills.
  6. Demonstrated ability to produce high quality work while working independently.
  7. Philosophical alignment with the mission and vision of KWU.
- **PREFERRED:**
  1. Demonstrated ability to meet required attendance and submission deadlines.
  2. Demonstrated ability to create, articulate, and assess course learning outcomes.
  3. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
  4. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
  5. Demonstrated ability to assess student educational goals and to create graduation plans based on those goals.
  6. Demonstrated ability to assess program educational outcomes and to revise and improve program curriculum.

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.

3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.