



Position Description

Assistant Professor of Chemistry (Tenure-Track)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Teaching philosophy
6. Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The Division of Natural Science and Mathematics seeks an enthusiastic Faculty member to teach courses within the Chemistry Department focusing on introductory level lectures and laboratories. This position would also require the successful candidate to advise first-year students, while acting as the first-year success coach for the Division. Finally, the successful candidate would work with career services to help science majors develop stronger connections to the local community through partnerships and internships. This position is designed for a candidate who wishes to aid first-year STEM students utilizing a holistic teaching and advising philosophy and your application should reflect this approach.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin approximately March 18th and continue until a hiring decision is made.
- Position is anticipated to be filled **no later than** July 1, 2024, if not sooner.
- Position begins August 5, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: TEACHING FACULTY – Assistant/Associate Professor of Chemistry (TENURE-TRACK POSITION)

POSITION'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.

POSITION'S DEPARTMENT: Department of Chemistry

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Department of Chemistry is responsible for teaching lectures and laboratories related to the chemistry field for both majors and non-majors.

POSITION'S DIRECT SUPERVISOR: Provost

DATE POSITION LAST REVIEWED OR ANALYZED: January 2024, revised by the Provost, reviewed by Human Resources.

POSITION'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt, twelve-Month Contract (12-month pay)

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

POSITION'S SALARY AND BENEFITS: 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. Please send your salary requirements with your application.

POSITION INFORMATION

POSITION RESPONSIBILITIES (SUMMARY): This position involves the preparation and teaching of lectures and laboratories covering Concepts in Chemistry with laboratory, or General Chemistry with laboratory. There may also be an opportunity to teach in the applicant's area of expertise depending on experience, background and need.

POSITION WORKS WITH: The department is led by a Department Chair and currently consists of two full-time faculty. This job also fully interacts with the KWU incoming Natural Science Division students through first-year 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.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Climate controlled office, laboratory, 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.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Chemistry faculty are required to be able to work on the preparation of various chemical samples in the laboratory. Fume hoods and other safety equipment are provided.

POSITIONS EQUIPMENT USED: University phone and Learning Management System (LMS) system.

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

POSITION'S TRAVEL REQUIREMENTS: Travel for personal development may be required.

POSITION 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.

POSITION'S ESSENTIAL DUTIES

1. Teaching (50%): 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. Student-focused educator committed to student learning, retention, persistence, and completion.
 2. Teach between (6-8) credit hours each semester (12-16 credit hours per year) consisting of the following courses during the 24-25 school year. While this is the ideal schedule, changes or trade-offs may be made within the department based on faculty strengths and department needs.

1. Fall and spring courses to teach (on-ground): Concepts in Chemistry (CHEM120) with one section of laboratory, The Wesleyan Experience (INTD105) and Strategies for Success in the STEM field (INTD090)
2. Other courses (depending on experience) to be taught in the future could include, Laboratory safety and Maintenance (CHEM311), General Chemistry I with laboratory (CHEM123) General Chemistry II with Laboratory (CHEM124) or other courses relating to the successful applicant's area of expertise.
3. Create, post, and articulate course learning outcomes or objectives to ensure student understanding of course learning objectives and expectations.
4. Create and post a course Syllabus, and a Class Schedule for each class being taught during each semester.
5. 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 to achieve the course learning outcomes.
2. Advising/Success coaching (20%): Responsible for advising first-time, full-time students, assisting and empowering them as they transition to college. Additionally, success coaches help ensure students are appropriately enrolled in classes during their first year within the Natural Science Division.
 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 with each advisee throughout the first year to review educational, graduation, and career progress, and as needed to effectively meet the needs of each advisee.
3. Professional Development (5%): Responsible for preparing and executing an annual personal development program to enhance your course content knowledge and teaching effectiveness skills.
4. Service (25%): Working with career services to help science majors and the Division develop stronger connections to the local community. Additionally, the successful applicant will develop professionalization programming appropriate for STEM students, and the successful applicant will also have a leadership role with the pre-med club for students.

POSITION'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 Department Review
6. Peer Review as per the Faculty Handbook

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Masters degree in Chemistry or Chemistry Education
- PREFERRED: Doctorate Degree in Chemistry or Chemistry Education

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: None

- **PREFERRED:** Two years' teaching experience at the college level.

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

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

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION 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 Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "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. 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.
6. All items created by this position are the sole property of Kansas Wesleyan University.