



Job/Position Description

TEACHING FACULTY – ACCOUNTING (Tenure-Track Position)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit should submit a [KWU Employment Application Form](#), 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 a least five references, and your salary requirements. Please email your application materials to trish.petak@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 as soon approximately ASAP and continue until a hiring decision is made.
- Position is anticipated to be filled **no later than** July 1, 2019 if not sooner.
- Position begins August 6, 2019.

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 – ACCOUNTING (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 Business and Accounting

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Business and Accounting 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: Dr. Trish Petak

DATE JOB LAST REVIEWED OR ANALYZED: December 2019 REVISIED BY: HR: Kayla Pearson, Department Chair: Dr. Trish Petak, Provost: Dr. Damon Kraft

JOB'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt, Nine-Month Contract (12 month pay period)

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: 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.

JOB INFORMATION

JOB RESPONSIBILITIES (SUMMARY): This job is responsible for preparing and teaching a wide variety of accounting courses that make up the accounting portion of the accounting major, as well as advising accounting majors toward academic, career, and life success.

JOB WORKS WITH: The department is led by a Department Chair and currently consists of four full-time teaching faculty and a part-time, interim Director of the MBA Program. 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: None

JOB'S BUDGET AUTHORITY: None

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

JOB'S EQUIPMENT USED: University phone and Learning Management System (LMS) system.

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

JOB'S TRAVEL REQUIREMENTS: Travel for personal development may be required. Travel for clinical practice supervision is required (for clinical jobs).

JOB DUTIES AND PERFORMANCE STANDARDS

JOB'S ESSENTIAL DUTIES

1. Teaching (60%): 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 twelve (12) credit hours each semester (24 credit hours per year) consisting of the following courses during the 18-19 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): Financial Accounting (ACCT203), Managerial Accounting (ACCT204), Intermediate Accounting I (ACCT301), Intermediate Accounting II (ACCT302), Individual Income Tax (ACCT316), Cost Accounting (ACCT350), Accounting Information Systems (ACCT410), Auditing (ACCT415) and upper level accounting elective courses as needed.
 2. Summer courses (on-ground or on-line): optional.
 3. Create, post, and articulate course learning outcomes or objectives in order 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 in order to achieve the course learning outcomes.
 6. Create course rubrics in order to assess each student's performance related to the course's learning objective and to identify areas for student improvement.
 7. 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.
 8. Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated time.
 9. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
2. Advising (20%): 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. Personal Development: Responsible for preparing and executing an annual personal development program in order to enhance your course content knowledge and teaching effectiveness skills.
4. Service: Responsible for preparing and executing an annual university and community service program.

JOB’S OTHER DUTIES: (20%)

1. Assist the department and university to recruit and enroll 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. Serve on university committees to enhance department and university policies and processes which enhance student academic and career success.
5. Attend all required university events such as commencement, faculty meetings, etc.
6. **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 Department Review
6. Peer Review as per the Faculty Handbook

JOB QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Master Degree in Accounting.
- **PREFERRED:** Doctorate Degree in Accounting.

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** CPA or CMA Certificate

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** Two years of teaching in accounting and two years of actual accounting experience in either public or private accounting.

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 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.