



POSITION/JOB DESCRIPTION
Teaching Faculty – Math
(Tenure Track – Assistant Professor Position)

APPLICATION INFORMATION

The Department of Mathematics and Physics at Kansas Wesleyan University is seeking a full-time, tenure-track faculty member in mathematics starting fall 2019. Applicants from all mathematical fields are encouraged to apply. Priority will be given to candidates with expertise, experience, and/or interest in introductory and developmental courses.

While research experience is a bonus, emphasis is placed on excellence in teaching. Experience working with undergraduates using innovative course delivery methods, student-centered techniques, and delivery of real world experiences for students are highly desired. An ideal candidate could contribute to the mission of preparing students from a variety of backgrounds to be successful. Beyond teaching classes, any experience with placement or remediation would be considered positively.

In addition, the individual filling this position will be expected to demonstrate excellence in teaching, scholarship, and community service, have a strong commitment to undergraduate education, and possess communication and interpersonal skills sufficient to work effectively with a diverse array of students and colleagues. The applicant must be eligible to work in the U.S.

Please submit a letter of application, curriculum vitae, statement of teaching philosophy, unofficial transcripts, and names and contact information for three references via mathjobs.org (strongly preferred), or to the Chair of the Mathematics Search Committee, Dr. Jacob Ogle (Jacob [dot] ogle [at] kwu.edu).

Applications submitted by February 15, 2019 are guaranteed a review. The application process will remain open until filled. A complete job description and application instructions for this position can be found at <http://www.kwu.edu/about-kwu/job-opportunities>. Questions concerning this position should be directed to Dr. Ogle.

Kansas Wesleyan is a coeducational, private, small college in North Central Kansas, affiliated with the United Methodist Church.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Position is to be filled as soon as possible but no later than July 1, 2019.
- Position begins August 1, 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

POSITION/JOB: Tenure-Track, Assistant Professor of Mathematics

POSITION'S OPERATING GROUP: Office of the Provost^[OBJ]

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: Departments of Math and Physics

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Departments of Math and Physics are responsible for the effective development and delivery of the Department's curriculum and advising of Department majors. In addition, the Departments assists other areas of the University in recruiting new students to the University and participates on Faculty and University committees. The Departments focus on quality teaching and student centered learning.

POSITION'S DIRECT SUPERVISOR: Jacob Ogle, Department Chair

DATE POSITION LAST REVIEWED OR ANALYZED: December 2018 REVISOR: Jacob Ogle, Department Chair

POSITION'S EMPLOYMENT STATUS: Full-Time, Faculty, Exempt (Teaching Duties Exemption), Nine-Month Contract. Rank and tenure status will be finalized at hiring based on credentials and experience.

POSITION'S SALARY AND BENEFITS: Minimum entry level salary is \$41,000, with final salary dependent on experience and qualifications. Full benefits available to full-time staff employees.

POSITION INFORMATION

POSITION'S SUMMARY: This job is responsible for preparing and teaching a variety of mathematics courses, advising mathematics majors toward academic, career, and life success, and participating curriculum development. Experience working with undergraduates using innovative course delivery methods, student-centered techniques, and delivery of real world experiences for students are highly desired. Beyond teaching classes, any experience with placement or remediation would be considered positively. Priority will be given to candidates with expertise, experience, and/or interest in introductory and developmental courses.

POSITION WORKS WITH: The Math and Physics department personnel, including 3 full-time faculty as needed. This position also fully interacts with the KWU student body in terms of teaching and advising. In addition, this position will interact with other faculty and staff regarding recruiting, curriculum design, committees, and other similar requirements of the Department and University.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: Office, classroom, labs, and outdoor working environments. Standing, walking, sitting, light lifting, hearing, speaking, and other similar physical activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone, LMS, exercise and health science lab equipment.

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

POSITION'S TRAVEL REQUIREMENTS: Limited, but some travel for personal development may be required.

POSITION RESPONSIBILITIES/DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES

Teaching (Approximately 60%)

- Teach twelve (12) credit hours each semester consisting of the following courses and labs during the 19-20 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.
 - Fall semester possibilities: TBD based on candidate's qualifications, experience, and department needs.
 - Spring semester possibilities: TBD based on candidate's qualifications, experience, and department needs.
 - Summer Semester (In Class or On-Line): Optional
- Create and post Course Learning Objectives, a Syllabus, and a Class Schedule for each class being taught during each semester in order to ensure student understanding of course learning objectives and expectations.
- Deliver course information in an understandable and interesting manner to ensure students understand and can use the course material to achieve educational and career success.

- Assist students to master course material by being available to answer questions and assist students to better understand the material in one-on-one or small group.
- Collaborate with the department on issues of course placement, remediation, and overall course design.

Advising (Approximately 15%)

- Assist 5-10 Department advisee’s to create “graduation plans” for students to complete university and Department graduation requirements in the minimum time possible.
- Meet a minimum of twice a semester with their advisees to review educational, graduation, and career progress.
- Assist advisees to enroll in needed classes at the soonest possible time in to ensure graduation success as well as accurate enrollment counts.

Recruiting (Approximately 5%)

- Assist University and Department recruiting efforts by meeting one-on-one with prospective students and their families, providing timely oral and written communications to encourage prospective students to attend KWU, and assist the Enrollment Department in other ways to encourage the enrollment of students at KWU and in the Department. Help with the Summer SOAR Program.

POSITION’S OTHER DUTIES: (Approximately 20%)

- Evaluate and revise department curriculum, course materials, and delivery methods as changes in pedagogy and teaching environments warrant.
- Assist in the development of new online programs for both undergrad and master’s level for the Departments.
- Review, evaluate, and revise Department policy and curriculum in conjunction with other Department members and the Department Chair to enhance student academic and career success.
- Serve on University Committees to enhance Department and university policies and processes that enhance student academic and career success.
- Assisting in internship planning, supervision, and evaluation, and providing appropriate independent and advanced studies.
- Prepare and execute an annual personal development program including increasing both course content knowledge and teaching effectiveness skills.

POSITION’S PERFORMANCE MEASURES:

- Course Learning Objectives, Syllabus, and Class Schedule posted as required.
- Semi-Annual Student Course Evaluation Results
- Semi-Annual Advisee Evaluation Survey Results
- Annual Self-Evaluation Results
- Peer Review as per the Faculty Handbook

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Masters in Mathematics.
- PREFERRED: Ph.D. in math or related field from an accredited college or university.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: None.
- PREFERRED: Three or more years of teaching experience at the college or university 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 POSITION 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.