



Job/Position Description

TEACHING FACULTY – Teacher Education

Assistant Professor of Teacher Education (Non-Tenure-Track)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, **you should submit an application**, found at [KWU Employment Application Form](#). Applicants must also **submit a cover letter, resume/curriculum vitae, contact information for three references, and your salary requirements**. Please email your application materials to Human Resources (hr@kwu.edu). In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications received until the position is filled.
- Interviews will begin immediately, as qualified applicants are identified, and will continue until the position is filled.
- Hiring is expected to occur on or before December 1, 2020, and the position begins work January 4, 2021.

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 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 Teacher Education

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The Teacher Education 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. Eileen St. John

DATE JOB LAST REVIEWED OR ANALYZED: October 2020. Revised by: HR: Becky Mathews, Provost: Damon Kraft

JOB'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt (Teaching Exemption), Salaried, Nine-Month Contract (Twelve month pay).

JOB'S FACULTY RANK: Assistant Professor

JOB'S SALARY AND BENEFITS: Final salary is dependent upon the successful candidate's experience and qualification. Full-time benefits as outlined in the university benefits package found on the university's job web site.

JOB INFORMATION

JOB SUMMARY: This job is responsible for preparing and teaching a wide variety of Education courses, as well as advising Education majors toward academic, career, and life success.

JOB WORKS WITH: The department is led by a Department Chair and currently also consists of two full-time faculty members, as well as adjunct faculty. 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

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

JOB'S WORK SCHEDULE: Flexible schedule arranged around a Monday- Friday teaching schedule.

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

JOB RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

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 (60%):
 1. Student-focused educator committed to student learning, retention, persistence, and completion.
 2. Teach twelve (12) credit hours each semester (24 credit hours per academic year).
 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 (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. Professional Development (10%): Responsible for preparing and executing an annual personal development program in order to enhance your course content knowledge and teaching effectiveness skills.
4. Service (10%): Responsible for preparing and executing an annual university and community service program.

JOB'S OTHER DUTIES: (5%)

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. 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's degree in Elementary Education, Curriculum and Instruction, or a related field.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED:
- PREFERRED: Current teaching license

WORK EXPERIENCE:

- MINIMUM REQUIRED: At least five years teaching experience in a 1-5 grade setting. Demonstrated commitment to promoting diversity, inclusion, and multicultural awareness in educational and work environments, and willingness to contribute to Kansas Wesleyan University's mission.
- PREFERRED: None

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. 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 to be 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.