



## Job/Position Description

### Assistant Professor of Criminal Justice

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto: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. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts no later than January 3, 2022.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION:** Assistant Professor of Criminal Justice

**POSITION'S MAJOR OFFICE:** Office of the Provost

**MAJOR OFFICE 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:** Center for Public Policy and Safety

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The Center for Public Policy and Safety is responsible for the effective development and delivery of the department's curriculum and advising of departmental 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 high-quality teaching, student-centered learning, excellent advising, and service to the campus and community.

**POSITION'S DIRECT SUPERVISOR:** Dr. Damon Kraft, Provost

**DATE POSITION LAST REVIEWED OR ANALYZED:** October 2021, Revised by: Dr. Damon Kraft (Provost), Reviewed by: Becky Mathews (HR)

**POSITION'S EMPLOYMENT STATUS:** Tenure-Track, Faculty, Exempt, Nine-month contract, twelve-month pay.

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications, experience and faculty rank.

## POSITION INFORMATION

**POSITION'S SUMMARY:** This position is responsible for preparing and teaching a wide variety of Criminal Justice courses. The candidate will also advise students for the department and engage in service and on-going professional development.

**POSITION WORKS WITH:** The department is led by a Department Chair and currently consists of two full-time faculty. 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, committee appointments, and other similar requirements of the department and university.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITIONS PHYSICAL WORKING CONDITIONS:** 100% temperature-controlled indoor environment. Duties include sitting, walking, standing, speaking, hearing, stooping, written and oral communication, and other similar office-related activities. May have to do some lab setup (which can require lifting or exposure to chemicals) and direct activities outside or in larger classroom venues.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None.

**POSITION'S EQUIPMENT:** University phone, computer, and appropriate software.

**POSITION'S WORK SCHEDULE:** Flexible scheduled arranged around a Monday-Friday teaching schedule. A minimum of ten hours of scheduled "student office hours" are required. In addition, there are expectations of service to the campus and professional development.

**POSITION'S TRAVEL REQUIREMENTS:** Limited, but some travel for professional development and recruitment may be required.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### JOB'S ESSENTIAL DUTIES

- Teaching (60%): Responsible for delivering in a student-centered, inclusive manner the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in the course syllabus.
  - Student-focused educator committed to student learning, retention, persistence, and completion.
  - Teach twelve (12) credit hours each semester (24 credit hours per year) during the academic year.
  - Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
  - Create and post a course syllabus, and a class schedule for each class being taught during each semester.
  - 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.
  - Create course rubrics in order to assess each student's performance related to the course's learning objectives and to identify areas for student improvement.
  - Assist students to master course material by being available through "student 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.
  - Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated time.
  - Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- 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:
  - Assist advisees to develop educational and career goals, and to seek the information necessary to achieve those goals.

- 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.
- Assist advisees to enroll in needed classes at the soonest possible time in order to ensure graduation success as well as accurate enrollment counts.
- Professional Development (10%): Responsible for preparing and executing an annual professional development program in order to enhance your course content knowledge and teaching effectiveness skills.
- 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 departmental 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.

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

## POSITION QUALIFICATIONS

**EDUCATION:**

- MINIMUM REQUIRED: Masters' Degree in the field or closely related field with 18 graduate credits completed in Criminal Justice.
- PREFERRED: PhD in field.

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: Past Full-Time Law Enforcement certification from an accredited training academy.
- PREFERRED: Current CPR and First Aid Instructor.

**WORK EXPERIENCE:**

- MINIMUM REQUIRED: Experience teaching at the college or university level or demonstrated ability to be successful at this level and five years of certified sworn law enforcement with powers of arrest experience.
- PREFERRED: Three or more years of teaching and advising experience at the college or university level.
  - Specialized police unit experience such as Drug Task Force (DTF), Traffic Unit/Motorcycle unit, Investigations (Detectives), Special Weapons and Tactics (SWAT-SRT, SORT), Field Training Officer (FTO), or Accident Reconstruction experience preferred.
  - Have held a law enforcement Commission in the last ten years.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:**

- MINIMUM REQUIRED
  - Knowledge:
    - Demonstrate both the theoretically and practical concepts in the field.
    - Some knowledge of higher education regulations, compliance and accrediting agencies.
    - Knowledge of Microsoft Word, Excel, PowerPoint, and Adobe Creative Suite.
    - Knowledge of learning management systems (Canvas)
  - Skills:
    - Be able to function and use a learning management system for grades, assignments, communication, etc.
  - Abilities:
    - Have the capacity to learn things quickly.
  - Attitudes:
    - The philosophical alignment with the mission and vision of KWU.
    - Team player

### **NOTICE OF SPECIAL POSITION 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 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 Christian 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.