Job/Position Description
Assistant Professor of Mathematics and Computer Studies (Tenure Track)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a KWU Employment Application, cover letter, resume/curriculum vitae, unofficial transcripts, teaching philosophy, three references, and your salary requirements. 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 Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

Applicants from all mathematical fields are encouraged to apply. **Preference will be given** to candidates with expertise, experience, and/or interest in introductory and developmental mathematics courses and computer programing. Interest in Linux, databases, actuarial science and/or data science is a plus. While research experience is a bonus, emphasis is primarily 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 would contribute to the mission of preparing students from a variety of backgrounds to be successful.

The timeline for filling this job is:
- Applications received until the position is filled.
- Interviews will begin as soon as mid May 2022, or as qualified applicants are identified, and will continue until the position is filled.
- The position begins work August 8, 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'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 Mathematics and Physics

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The Math and Physics 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.

POSITION'S DIRECT SUPERVISOR: Provost

DATE JOB LAST REVIEWED OR ANALYZED: April 2022. Revised by Damon Kraft, Provost

POSITION'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt, Salaried, Nine-Month Contract.

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 applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: This job is responsible for preparing and teaching a variety of Mathematics (50-75% of teaching load) and Computer courses (25-50% of teaching load), as well as advising majors toward academic, career, and life success.

POSITION WORKS WITH: The department is led by a Department Chair and currently also consists of three full-time teaching faculty and one 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.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'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 activates are a usual part of the job.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

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

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

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.

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.
    - Student-focused educator committed to student learning, retention, persistence, and completion.
    - Teach 24 credit hours per year (estimated twelve (12) credit hours each semester), during the 22-23 school year.
    - Create and/or manage all essential documents, processes, and assessments to facilitate excellent classroom instruction.
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.
    - 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.
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

POSITION QUALIFICATIONS

EDUCATION:
- MINIMUM REQUIRED:
  - Master's degree in Mathematics, Computer Science, or related fields with appropriate course background to teach mathematics and computer studies courses at an undergraduate level.
- PREFERRED:
  - PhD in mathematics or computer studies or significant industry experience

CERTIFICATIONS/LICENSES:
- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:
- MINIMUM REQUIRED: None
- PREFERRED: At least one year of college teaching experience.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHESIVE 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 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.

6. All items created by this position are the sole property of Kansas Wesleyan University.