



## Position Description

### Assistant Professor of Chemistry – Tenure Track

#### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Teaching philosophy
6. Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. 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 Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made. The position is anticipated to be filled **no later than** July 1, 2024.
- Position begins August 1, 2024.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** Assistant Professor of Chemistry (Tenure-Track)

**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 Chemistry

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The Department of Chemistry is responsible for teaching lectures and laboratories related to the chemistry field for both majors and non-majors.

**POSITION'S DIRECT SUPERVISOR:** Provost

**DATE POSITION LAST REVIEWED OR ANALYZED:** October 2023, reviewed by the department chair, and Provost. Revised by Human Resources.

**POSITION'S EMPLOYMENT STATUS:** Faculty, Full-Time, Exempt (teaching professional exemption), Salaried, Nine-Month Contract (twelve month pay).

**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 successful candidate's experience and qualifications. Full benefits are available to full-time employees as outlined in the university employee handbook.

## POSITION INFORMATION

**POSITION SUMMARY:** This position involves the preparation and teaching of lectures and laboratories covering the General Chemistry I and II sequence, and one or more of the following, Concepts in Chemistry with laboratory, Analytical Chemistry with laboratory, Inorganic Chemistry (lecture only), Physical Chemistry with laboratory, and Laboratory safety and Maintenance (lecture only) depending on experience, background, and need.

**POSITION WORKS WITH:** The department is led by a Department Chair and currently consists of two full-time 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, laboratory, 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.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Chemistry faculty are required to be able to work on the preparation of various chemical samples in the laboratory. Fume hoods and other safety equipment are provided.

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

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

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

## 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 is available on the University Employment Careers page.**

### **POSITION'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 twelve (12) credit hours each semester (24 credit hours per year) consisting of the following courses during the 24-25 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 and spring courses to teach (on-ground): Concepts in Chemistry (CHEM120) with one section of laboratory, General Chemistry I (CHEM123) with three sections of laboratory, Inorganic Chemistry (CHEM323) General Chemistry II (CHEM124) with two sections of laboratory. Other classes may be possible depending on need and experience.
    - Other courses (depending on experience) to be taught in the future could include, Physical Chemistry I with Laboratory (CHEM427), Laboratory safety and Maintenance (CHEM311), Analytical Chemistry

with Laboratory (CHEM221), Biochemistry I (CHEM410), Biochemistry II (CHEM420) student research (CHEM299 and/or CHEM499) and internships (CHEM460)

- Create, post, and articulate course learning outcomes or objectives 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 to achieve the course learning outcomes.
  - Create course rubrics to assess each student's performance related to the course's learning objective and to identify areas for student improvement.
  - 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.
  - 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.
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. Generally, 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.
  - 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.
  - Assist advisees to enroll in needed classes at the soonest possible time to ensure graduation success as well as accurate enrollment counts.
3. Professional Development (10%): Responsible for preparing and executing an annual personal development program 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.

**POSITION'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 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.

**POSITION'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

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Masters degree in Chemistry or Chemistry Education
  - PREFERRED: Doctorate Degree in Chemistry or Chemistry Education

### **CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: None
- PREFERRED: Two years' teaching experience at the college 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 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 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 “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. 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.
6. All items created by this position are the sole property of Kansas Wesleyan University.