



Job/Position Description

Assistant Professor of Communications (Tenure-Track Position)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, teaching philosophy (related to working with undergraduates), unofficial transcripts, and three references. 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.

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 August 1, 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

JOB'S TITLE: TEACHING FACULTY – Assistant Professor of Communication

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 Communications and Theatre Arts

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Department of Communications and Theatre Arts 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 high-quality teaching, student-centered learning, excellent advising, and service to the campus and community.

JOB'S DIRECT SUPERVISOR: Dr. Damon Kraft

DATE JOB LAST REVIEWED OR ANALYZED: January 2022. Revised by: Dr. Kraft

JOB'S EMPLOYMENT STATUS: Tenure-Track Faculty, Full-Time, Exempt, Nine-Month Contract (12 month pay period)

JOB'S FACULTY RANK: To be determined at hiring based on the person's highest degree attained, qualifications, and experience.

JOB'S SALARY AND BENEFITS: Salary to be determined at hiring based on the person's qualifications, experience, and faculty rank. Full-time benefits as outlined in the university benefits package found on the university's job web site. Please send your salary requirements with your application.

POSITION INFORMATION

JOB RESPONSIBILITIES (SUMMARY): This position is responsible for preparing and teaching a wide variety of Communications courses (such as Public Relations, Mass Media, Media Writing, and Social Media). The candidate will also advise students for the department and engage in service and on-going professional development.

JOB 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.

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S 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.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

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

JOB'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.

JOB'S TRAVEL REQUIREMENTS Limited, but some travel for professional development and recruitment 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 IS AVAILABLE ON THE KWU EMPLOYMENT OPPORTUNITIES.

POSITION'S ESSENTIAL DUTIES

1. 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 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 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.
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:
 - Assist advisees to develop educational and career goals, and to seek the information necessary to achieve those goals.
 - Assist advisees to create "graduation plans" 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 to ensure graduation success as well as accurate enrollment counts.
 3. Professional Development (10%): Responsible for preparing and executing an annual professional 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 the field or closely related field with 18 graduate credits completed in Communications.
- **PREFERRED:** PhD in field.

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** One year of teaching at the university level or demonstrated potential to be successful teaching at this level.
- **PREFERRED:** None

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 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 “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 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.