



Job/Position Description

Assistant Professor of English (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, 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.

Preference will be given to candidates with a research and teaching focus on American literature, and we especially welcome applications from candidates with creative writing in their background or as an area of expertise.

The timeline for filling this job is:

- Applications received until the position is filled.
- Interviews will begin as qualified applicants are identified and will continue until the position is filled.
- The position start date is 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

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 English

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The English 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: Provost

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

JOB'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt (Teaching Exemption), Salaried, Nine-Month Contract (12-month pay).

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: 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.

POSITION INFORMATION

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

POSITION WORKS WITH: The department is led by a Department Chair and currently also consists of one 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 activities 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. A minimum of ten hours of scheduled "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).

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%): 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.
 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) consisting of the following courses during the 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.
 1. Fall and spring courses to teach (on-ground): Introductory Composition, Intermediate Composition, Literature Surveys, Studies in Writing (Special Topics).
 2. Summer courses (on-ground or on-line), optional.
 3. Create, post, and articulate course learning outcomes or objectives 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 to achieve the course learning outcomes.
 6. Create course rubrics 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" 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 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.
5. Clinical Supervision (where applicable): assist students to successfully complete any clinical practice required as a part of their course work or for graduation.
 1. Schedule and supervise students in clinical practice, internships, observations, field experiences, and other similar course and graduation requirements.
 2. Debrief and evaluate students in clinical practice, observations, and field experiences, and other similar course and graduation requirements.

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 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. Semi-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:
 - PhD in American literature, with experience teaching creative writing highly preferred.
 - Terminal degree in creative writing, with experience teaching American literature will also be considered.
 - Those who are ABD are encouraged to apply, but the doctorate must be in hand by the date of the appointment.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience in enthusiastically teaching a wide range of courses, including composition.
- PREFERRED: College teaching experience.

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

- MINIMUM REQUIRED
 1. Demonstrated enthusiasm for teaching.
 2. Demonstrated advanced level of oral and written communication skills.
 3. Demonstrated ability to meet required attendance and submission deadlines.
 4. Demonstrated ability to create, articulate, and assess course learning outcomes.
 5. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
 6. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
 7. Demonstrated ability to assess student educational goals and to create graduation plans based on those goals.
 8. Demonstrated ability to work effectively with diverse populations.
 9. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
 10. Demonstrated problem solving and abstract thinking skills.
 11. Demonstrated ability to produce high quality work while working independently.
 12. Philosophical alignment with the mission and vision of KWU.

NOTICE OF SPECIAL JOB 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 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 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.