Job Title:  Open Rank Faculty Member and Department Chair of Biology (Full-time Residential)
FLSA Classification:  Exempt
Reports to:  Dean, College of Arts and Sciences (CAS)

Position Goal:
The goal for each member of the University of the Southwest’s campus community is to consistently live the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiples cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:
The College of Arts and Sciences (CAS) is seeking a qualified candidate for a full-time faculty position and department chair in the Sciences department. A full-time, residential faculty member in CAS supports and advances the University’s mission by providing expertise and experience in the fields of biology and related sciences as well as promoting the academic achievement and personal development of students. The courses in biology and related sciences are offered in both online and face-to-face formats to students working toward fulfilling core requirements or earning a degree in Biology at the undergraduate or graduate levels. Teaching at the graduate and undergraduate levels is required.

Essential Functions:
1. Teach 24 semester credit hours each academic year (both online and face-to-face).
2. Must be able to teach a variety of classes within the sciences (including, but not limited to, Biology, Chemistry, some health sciences and/or environmental sciences).
3. Engage with administration to manage courses and program development in the area of biology and related sciences.

4. Possess professional accomplishments that demonstrate creativity and energy, self-direction, and the ability to work with a highly motivated team.

5. Bring practical, executive-level experience to the virtual and campus classrooms.

6. Demonstrate an excellence in teaching and a willingness to teach using traditional and distance education technologies.

7. Possess professional accomplishments that demonstrate creativity and energy, self-direction, and the ability to work with a highly motivated team.

8. Follow through with all directives handed down by the Dean.

9. Meet/facilitate all scheduled classes/courses.

10. Respond to student phone and email inquiries within 24 hours (48 hours on weekends).

11. Maintain the number of office hours each week as required by policy and that meet the needs of the students.

12. Plan, organize, and inform students of course content, texts, readings, assignments, attendance/participation, methods of evaluation/assessment, including grading scales.

13. Use both qualitative and quantitative assessment to enhance instruction, increase student achievement, and make data-driven decisions for continuous improvement.

14. Submit final course grades to the registrar’s office by the established deadline.

15. Facilitate/teach face-to-face and/or online courses.

16. Use distance education learning platforms and appropriate digital learning resources.

17. Encourage and support scholarly activity among students.

18. Use technology to enhance teaching, learning, and communicating.

19. Serve on departmental and university committees.

20. Attend departmental, college, and university meetings.

21. Participate in professional development opportunities.

22. Participate in and develop efforts to recruit and retain students.

23. Maintain a high level of professional ethics.

24. Carry out all duties with professionalism and cordiality.

25. Ensure ADA compliance within classes assigned.

**Other Responsibilities:**

1. Will serve as the Department Chair of Biology.

2. Assist in conducting program review, and plan, develop, and implement activities in support of the Higher Learning Commission or other agency accreditation guidelines with regard to student academic achievement (assessment) and student success on learning outcomes (institutional effectiveness).

3. Will ensure all classes for this program are properly staffed and scheduled.

4. Write the report on the Biology program for program review.

5. Will ensure program meets the highest academic standards expected in this industry.

6. Will ensure all other instructors are teaching in line with program objectives, program and university requirements, and aligning with program outcomes.

7. Will ensure OSHA compliance.
8. Will ensure the safety of all labs and materials.
9. Perform other related duties as assigned.

**Education Experience and Skills Required:**
2. Possess a variety of work-related skills (e.g., time management skills, collegiality, collaboration, task completion, strong written/oral/technology skills, etc.).
3. Ability to multi-task, embrace change, organize, and prioritize.
4. Possess effective interpersonal skills.

**Education Experience and Skills Preferred:**
1. Knowledge of current trends in sciences within higher education and professional vocations
2. University-level teaching experience.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all-inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University’s discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

__________________________________________  ________________________
Employee Signature      Date

__________________________________________  ________________________
Supervisor Signature      Date