



Position Description

Assistant Professor of Graphic Design (Tenure-Track Position)

APPLICATION PROCESS 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. Digital portfolio or website link to personal work (minimum of 10 pieces) where demonstration of graphic applications/processes are present.
8. Portfolio of student artwork related to graphic design (minimum of 10 pieces) examples of student work outside of graphic design is also encouraged.
9. Desired salary
10. 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 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 starts 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 Graphic Design

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 Art and Design

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Department of Art and Design 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 in

faculty and university committees. The department focuses on high-quality teaching and student-centered learning.

POSITION'S DIRECT SUPERVISOR: Provost and Executive Vice President of Student Engagement

DATE POSITION LAST REVIEWED OR ANALYZED: March 2024, revised by the Provost and Human Resources.

POSITION'S EMPLOYMENT STATUS: Faculty, Tenure-Track, Salaried/Exempt (teacher professional exemption), Nine-Month Contract (12 month pay period)

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 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.

POSITION INFORMATION

POSITION RESPONSIBILITIES (SUMMARY): This position is in a highly collaborative department. The position is responsible for preparing and teaching a wide variety of introductory and advanced graphic design courses and art history courses. This could also include other departmental courses in one or more of the following areas: motion graphics, web design, sculpture, 3D printing, or photography. The ideal candidate must demonstrate an ability to work with students with diverse artistic and design backgrounds, including guiding senior exhibitions or internships outside of the medium of design. The candidate must demonstrate an ability to stay active and current in techniques within graphic design. These include new programs, trends, styles, studio/lab organization, studio/lab safety, and technologies. Candidates should be able to demonstrate an ability to assist with curriculum development related to the department and assessment. Advising students in the department is required.

POSITION WORKS WITH: The department is led by a Department Chair and consists of two full-time faculty and adjuncts. 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, studio upkeep, gallery programing, committee appointments, and other similar requirements of the department and university.

It is expected this position will be active in the local arts community and works with artists within the region. Salina, Kansas is an active and thriving artist community, home to a city led Arts and Humanities department, Sculpture tour, nationally recognized Salina Art Center, BOOM Mural Festival, Smoky Hill River Festival and more.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'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 set up (which can require lifting or exposure to chemicals) and direct activities outside or in larger classroom venues.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT USED: University phone, LMS (Canvas), equipment utilized in art/design making processes, Mac Lab featuring Adobe software, 3D printers, printers, projectors, digital SLR cameras, power tools, and more.

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: Limited, but some 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 IS AVAILABLE TO ALL CANDIDATES FOUND ON OUR CAREER PAGE AT WWW.KWU.EDU.

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) during the academic year.
 - Create, post, and articulate course learning outcomes or objectives in order 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 in order to achieve the course learning outcomes.
 - Create course rubrics in order 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:
 - 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.
 - Assist advisees to enroll in needed classes at the soonest possible time in order to ensure graduation success as well as accurate enrollment counts.
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.

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 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.

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. 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 field or closely related field with 18 graduate credits completed in graphic design.
- PREFERRED: Masters of Fine Arts

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience teaching at the college or university level or demonstrated ability to be successful at this level.
- PREFERRED: Three or more years of teaching and advising experience at the college or university 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.
 12. Demonstrated advanced knowledge in Adobe Creative suite and Macintosh and Windows platforms.
 13. Demonstrated understanding of diverse mediums and processes throughout art history.
 14. Demonstrated knowledge in art/design theory and trends.
 15. Demonstrated active exhibition and/or client record.

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 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.