Position Description
Assistant Professor of Computer Science
(Tenure-Track)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

Kansas Wesleyan University is seeking applicants for a tenure-track position in the Department of Mathematics, Physics, and Computer Science. We seek candidates with a strong commitment to improving access to computation for all students; enthusiasm for teaching all levels of undergraduate students, especially introductory students; and the ability and desire to supervise and mentor undergraduates in their individual research endeavors. The department welcomes applicants from all areas who can support and expand our curriculum and enhance research opportunities for our majors. The successful candidate will be responsible for teaching courses in Computer Science, Data Science, Artificial Intelligence, and/or related math courses. They will have the exciting opportunity to help shape the implementation of courses in our newly redesigned Computer Science programs.

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Qualified applicants from related disciplines, including but not limited to computer science, data science or data analytics, artificial intelligence, information science, cognitive science, decision science, applied statistics, and computational math and science are encouraged to apply. Candidates with expertise in other areas and a strong interest in teaching and undergraduate research in the areas of computer and/or data science may also be considered.

To apply for this position, you should submit:

- KWU Employment Application
- Cover letter
- Resume/curriculum vitae,
- Three references
- Teaching philosophy
- Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
- Desired salary
- Please email your application materials to hr@kwu.edu.

Preference will be given to applicants with a Ph.D., or applicants with a Master's degree with professional experience in a related field.

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 as soon as November 2024, or as qualified applicants are identified, and will continue until the position is filled.
- The position begins work on August 1, 2025.

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 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 Mathematics, Physics, and Computer Science

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The Math, Physics, and Computer Science 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 in faculty and university committees. The department focuses on quality teaching and student-centered learning.

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

DATE JOB LAST REVIEWED OR ANALYZED: October 2024. Revised by Provost and Human Resources.

POSITION'S EMPLOYMENT STATUS: Faculty, Full-Time, Exempt, Salaried, Nine-Month Contract (12-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 applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: This job is responsible for preparing and teaching courses in computer science and related fields, as well as advising majors toward academic, career, and life success.

POSITION WORKS WITH: The department is led by a Department Chair and currently also consists of three full-time teaching faculty and three 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.

POSITION'S TRAVEL REQUIREMENTS: 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 will be made available to final candidates for the job.

POSITION'S ESSENTIAL DUTIES

1. Teaching (65%): 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 24-27 credit hours per year (estimated twelve (12) credit hours each semester)
- 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.

2. Advising (10%): 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. <u>As a general rule, first-year faculty will NOT advise department students except in unusual circumstances</u>.
   - 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.
   - Meet a minimum of twice per 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 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:
  - Master's degree in Computer Science, or a related field such as Data Science, Data Analytics, Artificial Intelligence, Information Science, Cognitive Science, Decision Science, Applied Statistics, and Computational Math/Science
  - Or extensive industry experience in these fields
- PREFERRED:
  - PhD in Computer Science or related fields

CERTIFICATIONS/LICENSES:
- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:
- MINIMUM REQUIRED: None
- PREFERRED: At least one year of college teaching experience.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHESIVE 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.