POSITION:  Assistant or Associate Professor of Mathematics

POSTING DATE:  August 7, 2013

EMPLOYMENT BEGINS:  January, 2014 or August, 2014

JOB SUMMARY:  Conducts University courses for undergraduate students by instructing, assessing, and advising students and striving to fulfill the University's mission statement and the mathematics department mission of preparing well-educated mathematicians. The professor will teach 24 – 27 credit hours per academic year and maintain a minimum of seven office hours per week each fall and spring semester.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Teaches one or more math courses within the prescribed curriculum.
2. Prepares lesson plans and delivers lectures to students in a clear manner.
3. Compiles bibliographies of specialized materials for outside reading assignments.
4. Stimulates class discussions.
5. Compiles, administers, and grades examinations.
6. Performs related duties such as advising students on academic curricula, providing vocational guidance, and acting as adviser to student organizations.
7. Serves on faculty committees as assigned.

EXPECTATION:  Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth.

Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church. Your signature on the HPU Employment Application indicates your understanding and affirmation of these statements.
MINIMUM QUALIFICATIONS - Only applicants meeting the Minimum Qualifications will be considered:

A minimum of a Master's degree in Mathematics, Mathematics Education, or Engineering with at least 18 graduate credit hours in Math or related applied Mathematics is required. A minimum of two years experience teaching college level or high school AP level classes required. Four years teaching experience at the college level preferred. Applicants must have a good working knowledge of Blackboard software; commonly used Internet browsers; Microsoft Outlook, Excel and Word software; and must possess the ability to use online course management systems such as MyStatLab, MyMathLab, Enhanced WebAssign, Maplesoft and MapleSim.

Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Must be able to meet the physical demands and work in the environment described in the Job Description for this job.

APPLICATION PROCEDURE: Submit an HPU Employment Application and signed Job Description (available at: www.hputx.edu/jobs), a letter of application addressing in detail how the position requirements are met by the applicant, curriculum vita, a statement of teaching philosophy, unofficial transcripts, copies of most recent teaching evaluations (if available), and E-mail addresses for three professional references to:

Mrs. Katrina Lynn  
Administrative Assistant, Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
Phone: (325) 649-8012  
E-mail: hr@hputx.edu

Application Deadline: Applications will be accepted until the position is filled.