Position Title: Associate Professor/Professor of Exercise Science  
Date: December 2, 2015  
Salary: Based on Education and Experience  
Classification: Full-time, Exempt Faculty  

Expectation and Condition of Employment - 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 and the university’s sincere religious beliefs. 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 must support Howard Payne University beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church. Your signature on this job description indicates your understanding and affirmation of these statements. As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Job Summary – Teach a full load (24-27 credit hours per academic year) of University courses for undergraduate and graduate students, including some evening classes in courses including exercise physiology, exercise prescription, sport nutrition and core curriculum needs in the major (among kinesiology, biomechanics, and selected activity courses).

Minimum Requirements: Only applicants meeting the minimum qualifications below will be considered. Doctoral degree or equivalent; or more than 10 years of directly related experience and/or training; or equivalent combination of education and experience.

Application Procedure: Submit an HPU Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how you meet the position requirements, a resume and unofficial transcripts to:

Mrs. Tessie Mayo  
Administrative Assistant, Business and Human Resources  
Howard Payne University 1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
Phone: (325) 649-8031  
E-mail: hr@hputx.edu

Application Deadline: Until Position is Filled
Job Description

Job Title: Associate Professor/Professor of Exercise Science
Department: Exercise and Sport Science
Reports To: Dr. P. Graham Hatcher
Classification: Full-Time, Exempt Faculty
Prepared By: Dr. P. Graham Hatcher
Prepared Date: November 16, 2015
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: November 16, 2015

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Job Summary – This position is for an Associate Professor/Professor (would like to have a seasoned professional to help us develop the exercise science curriculum and labs in ESS 3303 and 3304). This position would include teaching, advising, service, and scholarship.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Chair in the Department of ESS.

1. In an effective manner, teach and advise undergraduate students; courses to include exercise physiology, exercise prescription, sport nutrition and core curriculum needs in the major (among kinesiology, biomechanics, and selected activity courses);

2. With a collegial spirit, serve on departmental, school, and university committees, as well as in the community and profession; and

3. Within the broad area of scholarship initiatives, demonstrate an active commitment to disciplinary engagement and faith integration.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
2. Design – Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

3. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

4. Project Management – Develops and project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

5. Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

6. Customer Service – Effectively manages difficult or emotional situations with co-workers and/or students; Responds promptly to student needs; Solicits feedback from students and others to improve effectiveness; Responds appropriately to requests for service and assistance; Meets commitments.

7. Interpersonal Skills – Focuses on solving conflict, not blaming others; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.

8. Oral Communications – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

9. Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

10. Teamwork – Balances department and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of the department above his/her own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

11. Visionary Leadership – Displays passion and optimism; Inspires respect and trust and motivates others to perform well; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and students. Exhibits confidence in self and others; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

12. Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

13. Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

14. Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

15. Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

16. Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Conserves University resources.
17. Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds University values.

18. University Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University’s Mission Statement and values; Benefits the University through outside activities; Supports affirmative action and respects diversity.

19. Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.

20. Professional Development - Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline.

21. Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

22. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

23. Integration of Faith in the Classroom – Displays proven record of integrating Faith into his/her discipline and the willingness to continue doing so in a manner consistent with the University's Mission Statement.

24. Style and Philosophy – Uses a teaching style and philosophy that engages students in the subject matter, particularly in a course for non-majors; Takes calculated risks in teaching style to engage students.

25. Structure and Planning – Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking; Uses time efficiently; Organizes and schedules student’s tasks appropriately; Develops realistic action plans for students.

26. Professionalism – Approaches students in a respectful and tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and Experience – Doctoral degree or equivalent; or more than 10 years of directly related experience and/or training; or equivalent combination of education and experience. Terminal degree in an Exercise Science or related field; relevant baccalaureate teaching experience in areas of exercise science is preferred. In addition, candidates with appropriate certifications (ACSM, NSCA, NSAM), experience with human performance/biomechanics lab development and management, participation in wellness program leadership, and experience/interest in graduate teaching are encouraged to apply.

2. Language Skills - Must be able to read, write and converse effectively in English in order to follow the University's Administrative Policies and safely perform the essential duties of the job.
Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches or presentations on controversial or complex topics to University trustees, administration, other employees and/or the public.

3. **Math Skills** – Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

4. **Reasoning Ability** – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

5. **Computer Skills** - To perform this job successfully, an individual should have a good working knowledge of commonly used Internet browsers; Microsoft Outlook, Word, Blackboard, and Excel software.

6. **License** - 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.

7. **Other Qualifications** - Candidates with appropriate certifications (ACSM, NSCA, NSAM), experience with human performance/biomechanics lab development and management, participation in wellness program leadership, and experience/interest in graduate teaching are encouraged to apply.

8. **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

9. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  ___________________________
Signature        Date