



**Position Announcement
Engineering Science
Brownwood, Texas**

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: Engineering Science Professor and Program Director

CLASSIFICATION: Full-Time, Exempt Faculty

POSTING DATE: December 4, 2019

EMPLOYMENT BEGINS: Open

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 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 (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit.

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.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

Job Summary – Directs, maintains and promotes the Engineering Science program and teaches engineering courses. Advise Engineering Science majors; direct and promote the Engineering Science program, teach with mastery and lead with innovation. Other responsibilities include keeping office hours, academic advising, advising students in research projects, continuing professional development, serving on University committees, attending commencements, participation in college/community/church projects, and other typical college faculty activities. The successful candidate will show the ability to employ innovative and effective teaching methods in the classroom and laboratory consistent with the Christian Mission Statement and Core Values of the University.

Minimum Qualifications – A Master's degree or equivalent from an accredited University or ten years of directly related experience, or an equivalent combination of education and experience is required. A Master's degree will be considered with PE certification.

Application Procedure: To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how they meet the position requirements, curriculum vita, Statement of Teaching Philosophy, unofficial transcripts, copies of most recent teaching evaluations, and the names and email addresses for three professional references to:

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

Application Deadline: Until filled



JOB DESCRIPTION

Job Title: Professor and Program Director, Engineering Science
Department: Physical Science and Mathematics
Reports To: Dr. Pamela Bryant, Dean, School of Science and Mathematics
Classification: Full-Time, Exempt Faculty
Prepared By: Dr. Pamela Bryant, Dean, School of Science and Mathematics
Prepared Date: December 4, 2019
Approved By: Mr. Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: December 4, 2019

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Essential Duties and Responsibilities include the following. Other duties may be assigned by the Department Chair and/or Dean, School of Science and Mathematics.

1. Provide leadership for faculty in the Engineering Science program
2. Maximize effective use of existing resources and work collaboratively with the physical science, computer information systems and math departments
3. Continue to grow and develop the Engineering Science program
4. Assist in recruiting faculty positions as needed
5. Effectively collect data, evaluate and report on the engineering faculty and program as needed for Institutional Effectiveness and ABET certification
6. Examine the departmental course offerings and propose improvements
7. Determine course schedule and assign faculty loads and teaching assignments
8. Hold required office hours and teach engineering or associated classes
9. Keep the engineering curriculum up-to-date
10. Ensure engineering classes have relevant materials
11. Review and approve course substitutions and other requests made by the Registrar's office
12. Work closely with other Dean and Department Chairs in the School of Science and Math
13. Work to build industry and community relationships in engineering including internships for students
14. Teaches undergraduate courses within prescribed curriculum of the Engineering Science program - (24-27 semester credit hours annually)
15. Prepares syllabi and delivers lectures to students
16. Performs related duties such as advising students on academic curricula, and acting as adviser to student organizations
17. Serves on faculty committees as assigned
18. Actively participates in University, community and church projects consistent with the University's Mission Statement and Core Values

Supervisory Responsibilities – Initially this job will have no supervisory responsibilities. However, once the Engineering Program expands this position will supervise engineering faculty and student assistants.

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

1. Integration of Faith in the Classroom - Displays a 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 and Core Values.
2. Analytical - Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs work flows and procedures.
3. Design - Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.

4. Problem Solving – Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving as part of a group, uses reason even when dealing with emotional topics.
5. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others.
6. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.
7. Interpersonal Skills – Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things.
8. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.
9. Written Communication – Writes clearly and informatively, edits their work for correct spelling and grammar, varies their writing style as needed, presents numerical data effectively, is able to read and interpret written information effectively.
10. Teamwork - Balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is 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 University's Mission Statement while embracing the University's Core Values, provides vision and inspiration to peers and subordinates, exhibits self-confidence and confidence in others, influences actions and opinions of others effectively, accepts feedback from others, gives appropriate recognition to others.
12. Managing People – Includes subordinate employees in planning, decision-making, facilitating and process improvement. Takes responsibility for subordinates' activities, is available to staff, provides regular performance feedback, Develops subordinates' skills and encourages growth, solicits and applies feedback (internal and external), fosters quality focus in others, improves processes and services, continually works to improve supervisory skills.
13. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
14. Cost Consciousness – Works within their approved budget, develops and implements cost saving measures, conserves University resources.
15. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.
16. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity.

17. Strategic Thinking – Develops strategies to achieve the Institutional Priorities in the University’s Strategic Plan, understands the University’s strengths and weaknesses, analyzes the higher education market and competition effectively, identifies external threats and opportunities and adapts their strategy to changing conditions.
18. Professionalism – Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.
19. Professional Development – Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline.
20. Safety and Security - Observes University safety and security policies and procedures, determines appropriate actions beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.
21. Attendance/Punctuality – Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
22. Initiative - Volunteers readily, Undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, asks for and offers help when needed.
23. 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.
24. 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 and organizes and schedules student’s tasks appropriately. Develops realistic action plans for students.
25. Professionalism - Approaches students in a respectful and tactful manner. Reacts well under pressure and treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments.
26. Creativity - Displays original thinking and creativity. Develops partnerships with external constituents to provide students with learning experiences outside the classroom. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention.
27. Use of Technology – Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning.

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** - A Master’s degree with Professional Engineer certification from an accredited University or ten years of directly related experience, or an equivalent combination of education and experience is required. A doctoral degree in engineering from an accredited institution is preferred.

Candidates from any engineering discipline may apply, however candidates able to teach a variety of basic undergraduate engineering science courses effectively are preferred. We are seeking an Individual with higher education teaching experience or an excellent engineering work history to advise Engineering Science majors; direct and promote the Engineering Science program, teach with mastery and lead with innovation.

2. **Language Skills** - Must be able to read, write and converse in English effectively in order to follow the University's Administrative Policies and safely perform the essential duties of the job. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents in English. Ability to respond to inquiries or complaints from regulatory agencies or members of the community. Ability to write speeches and articles for publication that conform to a prescribed style and format. Ability to present information to University students, trustees, other employees and the public effectively.
3. **Math Skills** – Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory effectively. Ability to work with concepts such as limits, rings, quadratic and differential equations and proofs of theorems effectively.
4. **Reasoning Ability** – Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems in English. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
5. **Computer Skills** - To perform this job successfully, an individual should have a good working knowledge of Blackboard software, commonly used Internet browsers and Microsoft Outlook, Excel and Word software. Also the individual should have a good working knowledge of AutoCAD, LabVIEW and other appropriate engineering software.
6. **License** – Must maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Must be at least 25 years of age to drive a van and may be asked to drive students to conferences once or twice per year.
7. **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 talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

8. **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 moving mechanical parts; toxic or caustic chemicals; fumes or airborne particles and caustic cleaning or landscaping chemicals used to maintain campus property. There is an occasional risk of electrical shock. 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, conditions and physical requirements in this Job Description.

Signature

Date