



POSITION ANNOUNCEMENT
School of Science and Math
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: Assistant Professor of Biology (Ecologist/Zoologist)
Department: Biological Sciences
FLSA status: Full-Time, Exempt Faculty – with full benefits including applicable tuition waivers
Posting date: November 12, 2020
Employment begins: August, 2021

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.

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.

Applicants offered contingent employment based on the University obtaining a clean background check agree the contingent offer of employment may be revoked based on the information obtained in the background check.

Job Summary – The successful candidate will manage biology courses for majors and non-science majors (primarily in the areas of ecology and animal science), teach biology lectures and prepare syllabi, prepare for and teach labs as assigned, promote and mentor undergraduate biology student research projects, and contribute in other ways to the university.

Minimum Qualifications - Only applicants meeting the Minimum Qualifications will be considered: PhD in Biology or sub-discipline preferred. ABD will be considered, as will 18 hours of upper level biology with teaching experience. Must have a background in zoology and/or ecology. Experience in teaching animal science and ecology-related courses preferred.

To perform this job, an individual should have a good working knowledge of Blackboard, commonly used Internet browsers and Microsoft Outlook, Word and Excel software. 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: 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, a statement of teaching philosophy, unofficial transcripts, copies of most recent teaching evaluations and the names and contact information for three professional references to:

Mr. Bill Fishback
Associate Vice President for 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: opened until filled. Reviewing applications will begin February 1st.



Job Description

Job Title: Assistant Professor of Biology (Ecologist/Zoologist)
Department: Biological Sciences
Reports To: Dr. Kristen Hutchins, Department Chair
FLSA Status: Exempt, Full-Time
Prepared By: Dr. Kristen Hutchins, Department Chair
Prepared Date: October 17, 2020
Approved By: Bill Fishback, Associate Vice President of Business and Human Resources
Approved Date: November 12, 2020

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As a condition of employment, employees agree to be paid by Direct Deposit.

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

Job Summary – The successful candidate will manage biology courses for majors and non-science majors (primarily in the areas of ecology and animal science), teach biology lectures and prepare syllabi, prepare for and teach labs as assigned, promote and mentor undergraduate biology student research projects, and contribute in other ways to the university.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Teaching responsibilities will primarily include comparative vertebrate anatomy, ecology, general biology for science majors, biological science for non-science majors, and other courses for majors and non-majors. Teaching load is 24-27 hours per 9-month contract. Other responsibilities include:

1. Keeping office hours
2. Creating, administering, and grading assignments and exams
3. Academic advising as well as vocational guidance as needed
4. Advising students in their senior research projects
5. Adhering to lab safety standards
6. Engaging regularly in professional development activities related to assigned roles and responsibilities
7. Participating in and supporting the activities of the department, school, and university
8. Supporting a liberal arts education
9. Serving the university, community, and a church
10. Other duties as required

Supervisory Responsibilities - This job has no supervisory responsibilities.

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. 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.
7. 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.

8. 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.
9. 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.
10. Change Management – Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance effectively, prepares and supports those affected by change, monitors transition and evaluates results.
11. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
12. Cost Consciousness – Works within their approved budget, develops and implements cost saving measures, conserves University resources.
13. 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.
14. 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.
15. Professional Development – Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline.
16. 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.
17. Attendance/Punctuality – Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
18. Dependability – Follows instructions, responds effectively to their supervisor's direction. Takes responsibility for their own actions and 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.
19. 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.
20. 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.
21. 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.

22. Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness and generates suggestions for improving work. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention.

Qualifications - To perform this job successfully, an individual must be able to perform each of the Essential Duties and Responsibilities 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 functions.

Education and/or Experience – Master's degree or equivalent; or 4 or to 10 years of directly related experience and/or training; or equivalent combination of education and experience. Ph.D. in Biology or sub-discipline preferred, ABD will be considered as will 18 hours of upper level biology with teaching experience.

Language Skills – 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.

Math Skills – Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations effectively. 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 effectively.

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.

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

Licenses and/or Certificates - The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University.

Driving Requirements – This position may require employee to drive a vehicle, including their personal vehicle or university vehicle/van to attend or take students to professional meetings.

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

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

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

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is regularly 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