

# **HOWARD PAYNE**

UNIVERSITY

## **POSITION ANNOUNCEMENT**

**School of Humanities**

**Brownwood, Texas**

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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.

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**Job Title:** Assistant Professor of Psychology

**Department:** Psychology

**FLSA Status:** Full-Time Exempt Faculty with full benefits including applicable tuition waivers

**Employment Begins:** August 2022

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**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:** Teach courses in Psychology for majors and non-majors, 24-27 hours per academic year; maintain weekly office hours; advise and mentor students; serve on committees as assigned.

**Minimum Requirements:** Master's Degree in Psychology, PhD preferred. Preference will be given to individuals who have prior teaching experience at the undergraduate and/or graduate level.

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 for this position, please submit the following:

- a letter of application addressing in detail how you meet the position requirements,
- a resume',
- unofficial transcripts, and
- a completed HPU Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)) to:

Katrina Lynn  
Director of Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
E-mail: [hr@hputx.edu](mailto:hr@hputx.edu)

**Application Deadline:** Until the position is filled

# **HOWARD PAYNE**

UNIVERSITY

## **Job Description**

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<b>Job Title:</b>	Assistant Professor of Psychology
<b>Department:</b>	Psychology
<b>Reports To:</b>	Dr. Millard Kimery, Dean of Humanities
<b>Classification:</b>	Full-Time, Exempt Faculty
<b>Prepared By:</b>	Dr. Millard Kimery, Dean of Humanities
<b>Prepared Date:</b>	May 3, 2022
<b>Approved By:</b>	Katrina Lynn, Director of Human Resources
<b>Approved Date:</b>	May 3, 2022

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- 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.

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** - Teach courses in Psychology for majors and non-majors, 24-27 hours per academic year; maintain weekly office hours; advise and mentor students; serve on committees as assigned.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Dean, School of Humanities.

1. Teach courses in Psychology for majors and non-majors.
2. Maintain traditional lecture class times, have weekly office hours and have a teaching faculty load of 24-27 semester hours per academic year.
3. Serve on University committees as assigned.
4. Designs and organizes assigned courses including syllabus construction, textbook selection, test creation, due date designation, assessment of learning, and effective classroom teaching methods
5. Deliver academic advising to undergraduate students in psychology.

**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. 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. 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
5. 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
6. 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
7. 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
8. 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
9. 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

10. Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness
11. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; builds a diverse workforce
12. Ethics – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds University values
13. 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
14. 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
15. Motivation – Is a self-starter; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals
16. Professionalism – Approaches others in a 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
17. Professional Development - Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline specifically, and pedagogy in general
18. 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
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; Organizes and schedules student's tasks appropriately; Develops realistic action plans for students

**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.

**Education and Experience** – Master's Degree in Psychology, PhD preferred. Preference will be given to individuals who have prior teaching experience at the undergraduate and/or graduate level.

1. Language Skills – 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 styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to University trustees, administration, other employees and/or the public
2. Math Skills – Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
3. Reasoning Ability – Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific

equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables

4. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of commonly used Internet browsers; Blackboard, Microsoft Outlook, and Word software
5. License - A counseling or educational certificate or license is a plus
6. Other Skills and Abilities – A strong commitment to the integration of Christianity and the Behavioral Sciences
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 sit and talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10-25 pounds to carry textbooks and student papers. The employee must have close clear vision at 20 inches or less; distant vision at 20 feet or more; 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 fumes or airborne particles. The noise level in the classroom discussion 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.

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Signature

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Date