

HOWARD PAYNE

UNIVERSITY

POSITION ANNOUNCEMENT

El Paso, 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.

Job Title: Adjunct Faculty, El Paso Center
Department: El Paso Center
FLSA Status: Full-Time Non-Exempt with benefits, including applicable tuition waivers

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.

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 up to four credit hours per academic semester/term of University courses for undergraduate students by performing the Essential Duties and Responsibilities for the job.

Minimum Requirements: Completed PhD or equivalent with 18-plus hours of graduate science coursework from an accredited university with university teaching experience at the undergraduate level strongly preferred. Minimum qualifications for applicants include a completed Master's degree with 18-plus hours of graduate science coursework from an accredited University. Applicants with demonstrated skill or expertise in online instructional delivery may also be privileged during the search. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle on behalf of the University. Must have a good working knowledge of commonly used Internet browsers, Microsoft Outlook, Excel and Word software and willingness to learn Admission processing systems quickly.

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) to:

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

Application Deadline: January 16, 2023

HOWARD PAYNE

UNIVERSITY

Job Description

Job Title: Adjunct Faculty, El Paso Center
Department: El Paso Center
Reports To: Dean of the School of Science and Mathematics and Assistant VP for the El Paso Center
Classification: Part-Time, Exempt Faculty
Prepared By: Dr. Adrian Gil, Assistant VP for the El Paso Center
Prepared Date: September 21, 2022
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: September 27, 2022

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.

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Job Summary - Teach up to four credit hours per academic semester/term of University courses for undergraduate students by performing the Essential Duties and Responsibilities for the job.

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

1. Teaches one or more subjects within the Department of Chemistry and Physical Sciences prescribed curriculum as needed.
2. Prepares and delivers lectures and other instruction to students.
3. Compiles bibliographies of specialized materials for outside reading assignments.
4. Stimulates class discussions.
5. Compiles, administers, and grades examinations.
6. Develops and provide innovative instruction including traditional face-to-face and online delivery.
7. Assesses and reports student achievement validly and reliably.
8. Participates in and contributes to the University community.

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

1. 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.
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 problem solving as part of a group, uses reason even when dealing with emotional topics
4. Project Management – Develops effective project plans, coordinates projects, communicates changes and progress, completes projects on time and budget, and manages project team activities effectively
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 Communications – 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. Quality Management – Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness
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. Planning/Organizing – Prioritizes and plans work activities effectively, uses time efficiently, plans for additional resources if necessary, sets goals and objectives, organizes and schedules other people and their tasks, develops realistic action plans
16. Professional Development - Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline
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. 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
21. 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 – Completed PhD or equivalent with 18-plus hours of graduate science coursework from an accredited university with university teaching experience at the undergraduate level strongly preferred. Minimum qualifications for applicants include a completed Master's degree with 18-plus hours of graduate science coursework from an accredited University. Applicants with demonstrated skill or expertise in online instructional delivery may also be privileged during the search.
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.
3. Math Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages, and area. Ability to apply concepts of basic algebra and geometry.
4. Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of commonly used Internet browsers; Microsoft Outlook, Word, and Excel software.
6. 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; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

7. 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