

HOWARD PAYNE UNIVERSITY

POSITION ANNOUNCEMENT 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.

Job Title: Adjunct Faculty
Department: School of Nursing
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

We believe and affirm that the University as an institution and each individual called to serve the Lord at Howard Payne should strive to demonstrate a commitment to these five Core Values:

- Centered on Christ
- Focused on Community
- Called to Service
- Committed to Excellence
- Dedicated to Stewardship

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.

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 and perform the Essential Duties and Responsibilities for the course/s which you have been appointed to teach for the particular academic semester/term.

Minimum Requirements: A Bachelor of Science degree in nursing and a Master's degree in nursing is required. Must possess demonstrated scholarship and expertise in medical/surgical/advanced practice nursing and have experience teaching nursing courses, labs, and clinicals for a Bachelor of Science in nursing undergraduate program. Four years of teaching experience in an undergraduate Bachelor of Science in nursing program is preferred. A working knowledge of nursing program accreditation requirements is preferred. 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.

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: until filled.



Job Description

Job Title: Adjunct or Part-time Faculty
Department: Nursing
Reports To: The Dean of the School of Nursing
Classification: Part-Time, Exempt Faculty
Prepared By: Dr. Donnie Auvenshine
Prepared Date: April 14, 2023
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: April 14, 2023

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 and perform the Essential Duties and Responsibilities for the course/s which you have been appointed to teach for the particular academic semester/term.

Essential Duties and Responsibilities include the following.

1. Teaches one or more subjects within the Department for the course/s which you have been appointed to teach for the particular academic semester/term
2. Prepares and delivers instruction to students, utilizing various methods [perhaps online as well as face-to-face]
3. Meets classes as scheduled
4. Compiles, administers, and grades examinations and other student learning assignments
5. Reports student attendance electronically, via Blackboard or Gateway. Training to use these systems will be made available to the instructor
6. Assesses and reports student achievement validly and reliably
7. Communicates with students consistently and in a timely manner

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. Customer Service – Manages difficult or emotional situations with co-workers and students effectively; responds promptly to student needs; solicits feedback from students and others to improve effectiveness; responds appropriately to requests for service and assistance; meets commitments
3. Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness
4. Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds University Mission Statement and Core Values
5. Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent
6. 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
7. 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 masters or doctoral degree from an accredited university with university teaching experience at the undergraduate level strongly preferred. Minimum qualifications for applicants include a completed Master’s degree from an accredited University
2. 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

3. 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

Dates and Limitations of Employment - Adjunct faculty employment is a temporary appointment for a single semester to teach specific courses and compensated on a course-by-course basis. Neither the adjunct faculty member nor Howard Payne University are obligated once the semester of appointment is completed. Future appointments may be made when the adjunct faculty member and HPU agree to a new appointment for a future semester.

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

Printed Name