

HOWARD PAYNE

UNIVERSITY

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/Associate/Professor of Computer Information Systems
Department: Computer Information Systems
FLSA status: Full-Time, Exempt Faculty – with full benefits including applicable tuition waivers
Posting date: September 2023
Employment begins: August 2024

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:

- 1) **Centered on Christ**
cf. Col. 3:17, Matt. 7:24
- 2) **Focused on community**
cf. Eph. 4:4-6, 1 Pet. 3:8
- 3) **Called to service**
cf. Mark 10:45, Phil. 2:3-5
- 4) **Committed to excellence**
cf. Gen. 1:31, 1 Cor. 9:24
- 5) **Dedicated to stewardship**
cf. Gen. 2:15, 1 Pet. 4:10

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. Background checks will be conducted every three years or as needed

Job Summary – Promote the CIS program (System Development and Information System Management), teach CIS courses, and lead with innovation. Classes taught may include Database Management, C++ Programming, C# Programming, Analysis of Algorithms, Data Structures, Networking, Operating Systems, Data Visualization, Web Design, Project Management, and Systems Analysis and Design. Faculty will also advise students, mentor students, continue professional development, and accept departmental, school, and university service assignments.

Minimum Qualifications - Only applicants meeting the Minimum Qualifications will be considered: Master's degree in Computer Information Systems or a Master's degree in a related field with 18 graduate hours in software engineering from an accredited university is required. Preference may be given to a candidate with a Ph.D. degree.

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:

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

Application Deadline: opened until filled.

HOWARD PAYNE

UNIVERSITY

Job Description

Job Title: Assistant/Associate/Professor of Computer Information Systems
Department: Computer Information Systems
Reports To: Dr. Kristen Hutchins, Dean of School of Science and Mathematics
FLSA Status: Exempt, Full-Time Faculty
Prepared By: Dr. Kristen Hutchins, Dean of School of Science and Mathematics
Prepared Date: October 23, 2023
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: October 26, 2023

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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.

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

Teaching load is 24-27 hours per 9-month contract. Other responsibilities include:

1. Provide leadership for faculty in the CIS program.
2. Maximize effective use of existing resources and work collaboratively with the physical science, engineering, and math departments.
3. Continue to grow and develop the CIS program.
4. Assist in recruiting faculty positions as needed.
5. Effectively collect data, evaluate and report on the CIS faculty and program as needed for Institutional Effectiveness.
6. Examine the departmental course offerings and propose improvements.
7. Ensure CIS classes have relevant materials.
8. Work to build industry and community relationships in CIS including internships.
9. Performs related duties such as advising students on academic curricula and acting as adviser to student organizations.
10. Serves on faculty committees as assigned.
11. Actively participate in university, community and church projects consistent with the University's Mission Statement and Core Values.

Supervisory Responsibilities - This job has five student workers who report directly to this job.

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 problem solving as part of a group, uses reason even when dealing with emotional topics.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Quality Management – Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
12. 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.
13. 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.
14. 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.
15. Motivation – Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures themselves against a high 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 personal responsibility for their own actions, and follows through with commitments.
17. Professional Development – Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline.
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. 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.
20. 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.
21. 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 – A Master's degree in Computer Information Systems or a Master's degree in a related field with 18 graduate hours in software engineering from an accredited university is required. Preference may be given to a candidate with a Ph.D. degree. Candidates from any computing discipline may apply, however, candidates able to teach a variety of basic undergraduate information systems and software engineering courses effectively are preferred. We are seeking an individual with higher education teaching experience or an excellent work history to advise CIS majors, promote the CIS program, teach with mastery, and lead with innovation.

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 and climb and balance. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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 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