

HOWARD PAYNE

UNIVERSITY

POSITION ANNOUNCEMENT Criminal Justice 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 Criminal Justice
CLASSIFICATION: Full-Time, Exempt Faculty with full benefits including applicable tuition waivers
POSTING DATE: April 16, 2024
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

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 – Direct the Criminal Justice Program, teach a full load of undergraduate courses in Criminal Justice during the academic term and one or two classes during one summer term. Mentor and academically advise students and serve on university committees.

Minimum Qualifications - Only applicants meeting the Minimum Qualifications will be considered: Master's degree from an accredited university in a field of Criminal Justice is required. Doctoral degree in a field of Criminal Justice is preferred.

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

Application Deadline: Until position is filled.

HOWARD PAYNE UNIVERSITY

Job Description

Job Title: Assistant Professor of Criminal Justice
Department: Criminal Justice
Reports To: Dr. Millard Kimery, Dean of Humanities
FLSA Status: Exempt, Full-Time
Prepared By: Dr. Millard Kimery
Prepared Date: April 16, 2024
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: April 16, 2024

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Job Summary – Direct the Criminal Justice Program, teach a full load of undergraduate courses in Criminal Justice during the academic term and one or two classes during one summer term. Mentor and academically advise students and serve on university committees.

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

1. Teach a full load of undergraduate courses in Criminal Justice in face-to-face and online formats during the academic term (equivalent of 24-27 credit hours) and one to two classes during the summer terms
2. Recruit and supervise adjunct instructors
3. Develop semester schedules, complete Institutional Effectiveness assessments, review and approve TECOLE scholarships, and maintain BGCT grant(s) for department
4. Serve as primary contact for department for students, community, alumni, etc.
5. Maintain communication with extension campuses in order to meet program and scheduling needs at those sites
6. Maintain a minimum of seven office hours per week each fall and spring semester
7. Maintain and promote the Criminal Justice Program
8. Advise students and provide academic and vocational guidance as needed
9. Assess and mentor students and develop courses and syllabi
10. Serve on committees as assigned

Supervisory Responsibilities – Supervises adjuncts (usually 4 to 6) at Brownwood campus and online.

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. 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 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

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. Cost Consciousness – Works within their approved budget, develops and implements cost saving measures, conserves University resources
14. Diversity – Demonstrates knowledge of Equal Employment Opportunity policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment and builds a diverse workforce
15. 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
16. 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
17. Judgement – Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions
18. 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
19. 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
20. 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
21. Professional Development – Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline

22. Quality – Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies effective feedback to improve performance, and monitors their own work to ensure quality
23. 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
24. Adaptability – Adapts to changes in the work environment, manages competing demands for one's time, changes approach or method to fit the situation effectively, is able to deal with frequent change, delays, or unexpected events effectively
25. Attendance/Punctuality – Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time
26. 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
27. Initiative – Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, asks for and offers help when needed
28. 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
29. Professionalism – Approaches students in a respectful and 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
30. 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
31. Service – Emphasizes service and encourages students to serve others as a critical component of learning outside the classroom
32. 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
33. 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 from an accredited university in a field of Criminal Justice is required. Doctoral degree in a field of Criminal Justice is preferred.

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 style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to University trustees, administration, other employees and/or the public.

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

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several 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. Must be able to travel to extension campuses.

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, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

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