

APPENDIX II

FACULTY JOB DESCRIPTIONS

Southwest Baptist University Job Description

Job Title: Assistant Professor
FLSA Status: Exempt

Date Last Modified: 10/10/00

Purpose: Plans, develops, and implements a positive student education experience.

Essential Functions:

- § Teaches a minimum of 12 credit hours per semester
- § Assists in the evaluation and development of curricula
- § Advises students in academic pursuits
- § Serves on committees as assigned
- § Maintains office hours
- § Ensures positive learning environment for students
- § Complies with University guidelines regarding faculty duties and requirements
- § Participates in academic processions and wears academic regalia as required
- § Participates in graduation ceremonies

Duties:

- § Participates in Faculty Assembly and other meetings
- § Performs all other duties as assigned by supervisor

Supervision:

This position receives general direction and supervision from Department Chair and/or Dean.

Education and Experience:

Required: Committed evangelical Christian and active church member
Highest terminal degree required in academic field or Master's Degree plus 30 hours of additional graduate work in appropriate field or Master's Degree plus appropriate professional certification
Evidence of mastery of the subject(s) to be taught
Desire to instill Christian values through teaching and personal example

Preferred: Committed Southern Baptist
Previous work experience in higher education
Doctor's Degree in field of employment

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical office environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Physical Requirements:

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Southwest Baptist University Job Description

Job Title: Dean **Date Last Modified:** 10/10/00
FLSA Status: Exempt

Purpose: To act as the chief administrator of the college responsible for the administration, supervision, and evaluation of all matters pertaining to the management of the college.

Essential Functions:

- § Acts as the chief administrator for the college
- § Formulates and enforces academic policies within the college
- § Coordinates, supervises, and evaluates the instructional program in the college
- § Makes decisions regarding the administration and operation of the college
- § Supervises and maintains the department budgets
- § Coordinates the recruitment and retention of qualified faculty members and support personnel
- § Provides continuous academic assessment for specific college programs
- § Promotes faculty research and scholarly activities
- § Normally teaches a minimum of 12 hours per academic year and ensures all academic areas are adequately staffed
- § Ensures compliance with applicable state, federal, and institutional policies for specific area
- § Serves as member of Deans Council, Academic Council, and University Planning Advisory Council
- § Coordinates facilities assigned to the college
- § Plans course schedules
- § Oversees catalog updates and development for college
- § Prepares Trustees report for college
- § Coordinates overload and part-time faculty pay
- § Responsible for evaluation of college faculty

Duties:

- § Advises students
- § Communicates with current and prospective students regarding the college's programs
- § Performs all other duties as assigned by supervisor

Supervision:

This position receives general direction and supervision from the Provost
This position directly supervises and reviews the work of college Department Chairs, faculty and support personnel.

Education and Experience:

Required: Committed Southern Baptist
Earned doctorate

A minimum of 5 years of teaching experience in higher education

Preferred: Previous administration experience

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical office environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Southwest Baptist University Job Description

Job Title: Dean of University Libraries
FLSA Status: Exempt

Date Last Modified: 10/10/00

Purpose: The Dean of the University Library works under the administrative direction of the Provost and serves on the Dean's Council, Academic Council, Graduate Council and University Planning Advisory Council. The Dean is responsible for identifying and implementing appropriate programs for serving the library and media needs of the University community and provides supervision of University archives.

Essential Functions:

- § Develops and implements strategic plans, long and short range goals and objectives, programs, and policies that support the mission of the University and the library
- § Acts as the budget head for the University library
- § Supervises all library facilities and operations, including working with each center director to supervise the center libraries
- § Ensures the efficient operational capability of library including meeting personnel demands
- § Coordinates with other areas of the University to serve the campus community with library information services
- § Works with the Faculty Senate Library and Archives Policy Committee to establish library and archive policies that meet institutional needs
- § Promotes communication across academic disciplines related to library informational services
- § Works with the Vice President of Information and Technology Services to insure adequate technology to meet the needs of the library and media services
- § Works with other libraries to implement and maintain the MOBIUS (Missouri State Library Platform) agreement
- § Creates inter-library and reciprocal borrowing agreements
- § Negotiates and maintains contracts and agreements as they relate to the library
- § Works with the Office of University Advancement to identify donors to help maintain the University Library
- § Implements library assessment programs and tools to monitor changes needed in the University Libraries
- § Serves as project coordinator for the Southern Baptist Periodical Index

Duties:

- § Monitors library security and environmental conditions that affect collection, equipment, and storage capabilities
- § Prepares public relation announcements and works with the Director of Public Relations to publicize accomplishments of the University library faculty and staff
- § Prepares accreditation reports

Supervision:

This position receives general direction and supervision from the Provost.
This position directly supervises and reviews the work of the Administrative Assistant to the Dean of the University Libraries and Library faculty and staff.

Education and Experience:

Required: Committed Southern Baptist
Masters of Library Science from an American Library Association (ALA) accredited institution.
Earned Doctorate.
Minimum of 5 years of professional librarian experience in an academic library.
Excellent Communication and interpersonal skills.

Preferred: Demonstrated expertise in developing and leading successful implementation of systems incorporating library automation and electronic access modalities.

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical library environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Southwest Baptist University Job Description

Job Title: Faculty Department Chair
FLSA Status: Exempt

Date Last Modified: 10/10/00

Purpose: Responsible for administering one of the academic departments of the University.

Essential Functions:

- § Establishes yearly departmental goals
- § Maintains academic standards for department
- § Coordinates faculty teaching loads
- § Manages the department operations and budget
- § Develops course schedules
- § Coordinates catalog copy
- § Responsible for implementing departmental assessment plan
- § Teaches a minimum of 9 hours a semester

Duties:

- § Perform all duties as assigned by supervisor

Supervision:

This position receives general direction and supervision from the Dean.
This position directly supervises and reviews the work of department faculty and academic support personnel.

Education and Experience:

Required: Committed Evangelical Christian
Minimum of 3 years of teaching experience in higher education and meet all required qualifications for faculty
Master's Degree

Preferred: Committed Southern Baptist
Earned Doctorate

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical office environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Southwest Baptist University Job Description

Job Title: Instructor
FLSA Status: Exempt

Date Last Modified: 10/10/00

Purpose: Plans, develops, and implements a positive student education experience.

Essential Functions:

- § Teaches a minimum of 12 credit hours per semester
- § Assists in the evaluation and development of curricula
- § Advises students in academic pursuits
- § Serves on committees as assigned
- § Maintains office hours
- § Ensures positive learning environment for students
- § Complies with University guidelines regarding faculty duties and requirements
- § Participates in academic processions and wears academic regalia as required
- § Participates in graduation ceremonies

Duties:

- § Participates in Faculty Assembly and other meetings
- § Performs all other duties as assigned by supervisor

Supervision:

This position receives general direction and supervision from Department Chair and/or Dean.

Education and Experience:

Required: Committed evangelical Christian and active church member
Master's Degree or equivalent
Evidence of mastery of the subject(s) to be taught
Desire to instill Christian values through teaching and personal example

Preferred: Committed Southern Baptist
Previous work experience in higher education
Doctor's degree in field of employment

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical office environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Southwest Baptist University Job Description

Job Title: Lecturer
FLSA Status: Exempt

Date Last Modified: 10/10/00

Purpose: Plans, develops, and implements a positive student education experience.

Essential Functions:

- § Teaches a minimum of 12 credit hours per semester
- § Assists in the evaluation and development of curricula
- § Advises students in academic pursuits
- § Serves on committees as assigned
- § Maintains office hours
- § Ensures positive learning environment for students
- § Complies with University guidelines regarding faculty duties and requirements
- § Participates in academic processions and wears academic regalia as required
- § Participates in graduation ceremonies

Duties:

- § Participates in Faculty Assembly and other meetings
- § Performs all other duties as assigned by supervisor

Supervision:

This position receives general direction and supervision from Department Chair and/or Dean.

Education and Experience:

Required: Committed evangelical Christian and active church member
Master's Degree in Field
Academic qualifications appropriate for responsibilities
Evidence of mastery of the subject(s) to be taught
Desire to instill Christian values through teaching and personal example

Preferred: Committed Southern Baptist
Previous work experience in higher education
Doctor's degree in field

Equipment:

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.

Working Conditions:

Must be able to work in typical office environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date

Southwest Baptist University Job Description

Job Title: Librarian (Addendum)
FLSA Status: Exempt

Date Last Modified: 11/14/2000

Purpose: Plans, develops, and implements a positive student education experience.

Essential Functions: Library faculty will perform the same essential functions as other faculty at each specific rank except for these three substitutions related to the bulleted items about teaching load, advising and office hours.

§ Teaches in one-on-one situations; small group situations; single course-specific sessions; orientation sessions; and other formal or informal instructional sessions as appropriate to the bibliographic instruction program of the University Library.

§ Maintains a 40hour/work schedule which may include some evening and weekend hours.

Signature

Date