

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Assistant or Associate
Professor of English

Department: College of Arts and
Sciences, Division of
Language & Literature

William Hagan

9.22.11

Prepared by

Date

Charles Swadley

9.22.11

Approved by

date

Supervision received: Division Chair for the Division of Language and Literature
By title and the Dean for the College of Humanities and Social
Sciences

Supervision given:

By title(s)

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Division of Language and Literature invites applications for an Assistant or Associate Professor of English specializing in English Education. Candidates must have experience in secondary education and participate in the training of teacher candidates; they must also be able to teach a variety of English courses at the undergraduate level. The position begins August 2012.

The purpose of the English faculty is to assist students in developing skills in critical thinking and informative, analytical and creative written communication; to introduce students to significant works of literature reflecting the history of Western and non-Western culture; to assist students in analyzing the nature and diversity of human expressions of culture; to assist students in developing an appreciation for the aesthetic, ethical and legal imperatives associated with written communication; to assist students in understanding the nature and structure of language; and to assist students in integrating Christian faith and knowledge.

Essential Functions:

- Teaching the methods course for English Education majors, as well as other upper- and lower-division offerings in English, including first-year composition and sophomore-level, team-taught Western Civilization sequence.
- Student advising as assigned
- Departmental duties as assigned
- Serving on the Teacher Education Committee, advising English Education majors, ensuring departmental compliance with NCATE standards, and possibly supervising student teachers.
- Other university committee work and departmental duties as assigned.

____ New ____ Revision: _____ FLSA:

HR Office only

IPEDS: _____ Sal/Grd assignment:

PRN(s) _____

Qualifications:

Knowledge, Skills, and Abilities:

- Be able to communicate clearly and effectively
- Possess and demonstrate strong interpersonal skills
- Possess and demonstrate strong pedagogy
- Possess an intermediate knowledge of office and classroom technology
- Be able to assess student ability and adjust teaching as appropriate
- Be able to advise students
- Be able to relate to colleagues in the OBU community as well as a representative to the professional community beyond OBU

Education:

- **Required:** PhD in English. Related doctoral degrees considered.

Experience:

- **Required:** Three or more years of full-time teaching experience in middle or high school
- **Preferred:** Full-time or adjunct teaching experience at the post-secondary level

Equipment:

- Proficiency in the use of office computer software and hardware
- Proficiency in the use of classroom audio-visual technologies

Physical Requirements:

- Sufficient mobility and physical stamina to walk about the campus to visit various offices; to travel to local, regional, and national locations; and transport moderately heavy items to offices and classrooms.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local evangelical church

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*