



## **JOB DESCRIPTION- MATHEMATICS FACULTY/ DEPARTMENT CHAIR**

### **General Description/Primary Purpose**

Provide excellent instruction in college mathematics courses on the Tishomingo campus and at the Ardmore location (other possible sites required by class schedules). Contribute to campus-wide activities by performing other essential functions as listed below.

**Classification:** Full-Time. Faculty 10 Month

**Salary:** Commensurate with qualifications, education and experience.

**Appointment:** 10 month appointment – renewable annually.

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Duties and Tasks:**

#### **General Job Functions:**

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college.
5. Promote and maintain a positive attitude of service toward students, coworkers and others.
6. Participate in community service activities and programs.
7. Promote and support service learning activities.
8. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Maintain in coordination with other department faculty (adjunct and full time) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the office of Academic Affairs.
11. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
13. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
14. Include a writing component in each course and encourage students to utilize the Help Center, Student Success Center, and Mathematics Lab.
15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
17. Actively support clubs and extracurricular activities.
18. Serve on and contribute to campus-wide committees.
19. Support the President's Scholars Program.
20. Implement strategies to enhance college recruitment, retention, and graduation rates.
21. Participate in applicable professional development activities, including the All Employee Meetings.
22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.
23. Following institutional policy, efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities.
24. Serve as a mentor to adjunct faculty.

25. Attain ability to commute to distance learning sites.
26. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
27. Contribute to the overall institutional focus to perpetuate student success.
28. Support the institutional General Education program.
29. Perform other duties as may be assigned by supervisors.

**Faculty Member Job Duties:**

1. Teach college-level mathematics, calculus, trigonometry, modeling or other classes commensurate with experience and credentials. May also be expected to teach foundational mathematics. Experience or credentials associated with the teaching of mathematics and computer science is favorable. A secondary instructional area is possible in Computer Science.
2. Teach assigned courses in accordance with catalog descriptions, based on approved syllabi, and aligned with equivalent courses at our regional peer institutions.
3. Work with other faculty teaching similar courses to maintain curricular consistency across sections on both the Ardmore and Tishomingo campuses.
4. Maintain professionalism as described in the MSC Faculty Handbook.
5. Maintain and revise official syllabi every semester.
6. Work closely with other math faculty to develop, access, and maintain all transitional math courses and corequisite math courses.
7. Work with mathematics faculty to develop and maintain curricula that appropriately reflect current knowledge in the discipline, including the impact of cultural diversity issues on course content and instructional practices.
8. Upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

## **Academic Program Chair Job Duties:**

### **1. Program Curriculum Leadership**

- Initiate, plan, and oversee implementation of all academic offerings in the program, with appropriate involvement of members of the program, division, Academic Affairs, and College planning bodies.
- Take a leading role in academic program quality and assessment of student learning outcomes. Support recommendations for the Academic Council and communicate to the program faculty.
- Ensure that the College catalog is accurate, well written, and current, and assist in the preparation of all relevant College documents, including the class schedule, brochures, etc.
- Maintain an inventory of current course syllabi, and monitor the development of new and revised syllabi.
- Maintain and search for new articulation agreements/memoranda of understanding with outside resources to improve the program. Participate in CEP if applicable.
- Call faculty meetings for curriculum development, class scheduling, and textbook evaluation and adoption.
- Assist Division Chair in submitting class scheduling and textbooks.
- Maintain an active Advisory Committee which meets a minimum of once a year.
- Perform yearly program/curriculum review and updates as necessary with state and national requirements.
- Submit Annual Review Reports and schedule site visits as needed for maintenance of programs.

### **2. Personnel**

- Ensure that College personnel policy and procedure is appropriately applied to personnel matters within the program.
- Utilize College policy and procedure to resolve faculty and staff grievances, concerns, and problems.

- Consult with faculty members and the OAA regarding faculty and adjunct recruitment, appointments, promotion, sabbatical leave, faculty retention, and other personnel matters, adhering to all appropriate policies and procedures.
- Schedule and coordinate work-study students.
- Meet with adjunct faculty every semester to discuss issues and improve delivery of course content (may take place via email, conference call or face-to-face).
- Monitor equitable course loads with the program.
- Meet with adjunct faculty every semester to discuss issues and improve delivery of course content (may take place via email, conference call or face-to-face).
- Select, train, and supervise professional and peer tutors positions in mathematics.
- Prepare an annual budget request for teaching/laboratory supplies and equipment needed to maintain an excellent teaching environment. Facilitate maintenance of existing supplies and equipment.
- Work closely with other math faculty to develop, access, and maintain all transitional math courses and corequisite math courses.

### **3. Students**

- Provide appropriate advice and consultation for students in the program.
- Coordinate with financial aid regarding scholarships when necessary.
- Ensure graduates ability to meet local and regional employment standards and needs by conducting recent graduate surveys.

### **4. Budget**

- Assist Division Chair in submitting budget requests and course fees as well as maintaining program budget needs.
- Monitor program inventory, supplies, and capital equipment.

## **5. Teaching**

- Faculty load and duty will be determined and placed in AA and HR file by AAO.
- Academic Affairs Office shall be responsible to ensure that this teaching occurs.
- With the approval of Academic Affairs Office, Chairs may also teach overload courses for additional remuneration.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate an understanding of all subject matter to be taught.
- Create and maintain a desirable group climate which enhances student learning and student self-discipline in a classroom that may have as many as thirty or more students.
- Demonstrate ability to assess individual student's understanding of mathematical concepts.
- Demonstrate a dedication to the teaching function through continual development, use of and assessment of effective teaching materials that utilize multimedia classroom instruction.

### **Other Ergonomic Requirements;**

Performance of job functions related to instruction requires seeing, hearing and speaking, as well as, some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Generally, weekday hours (Monday through Friday) will be 8:00 a.m. to 5:00 p.m.; however, occasional early morning, evening, and weekend hours may be necessary. Online and evening classes will be assigned as needed on either campus. For faculty teaching evening classes, release time is scheduled during the normal workday. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Division Chair and the Vice President for Academic Affairs.

## **Qualification Standards:**

1. **Minimum Educational Qualifications:** Master's degree in Mathematics or related degree and experience.
2. **Preferred Educational Qualifications:** Good academic background in mathematics with a Master's degree and at least 18 graduate semester hours in mathematics including some pedagogical coursework. Demonstrated experience and/or training in teaching students from a variety of racial and cultural backgrounds. Additional background, education, or experience in computer science can be beneficial.
3. **Preferred Experience:** Minimum of two years of successful classroom teaching.
4. **Professionalism:** Employees of Murray State College are expected to demonstrate dedication to teaching and to show professional competence, integrity and enthusiasm in the performance of all responsibilities.
5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.

## **Application process:**

1. Letter of Application
2. Resume
3. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

## **Submit to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
mscemployment@mscok.edu

### **MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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