



JOB DESCRIPTION- SCIENCE DEPARTMENT CHAIR/ FACULTY

General Description/Primary Purpose

Provide excellent instruction in college science 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

Academic Rank: Instructor

Salary: Commensurate with qualifications, education and experience.

Appointment: 10 month appointment

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 Job Functions:

1. Use state-of-the-art technology in the delivery of instruction and other office duties.
2. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on 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, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
5. Maintain a positive attitude of service toward students, co-workers, and others.
6. Promote and support service-learning activities.
7. Develop and use assessment of student learning methods in the classroom setting and contribute to campus-wide assessment projects.
8. Maintain in coordination with other department faculty (full-time and adjunct) an up-to-date,

complete, and well-organized syllabus for each course taught by the Vice President for Academic Affairs.

9. Include a writing component in each course and encourage students to utilize tutoring services.
10. Incorporate the use of the MSC Library and Student Success Center in all courses and make recommendations for library purchases.
11. Support the President's Scholars Program.
12. Participate in Professional Development.
13. Perform other duties as may be assigned/required by supervisors.
14. To meet objectives of online work-related situations, all faculty must have access to 24/7 reliable off-campus Internet.
15. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

Faculty/Chair Job Functions:

Program Curriculum Leadership

1. Initiate, plan, and oversee the implementation of all academic offerings in the program, with appropriate involvement of members of the program, Academic Affairs, and College planning bodies.
2. Take a leading role in ensuring academic program quality and completion of student learning outcomes and assessment documentation.
3. Support recommendations for the Academic Council and communicate changes to the program faculty.
4. Ensure that the College catalog is accurate and current. Assist in preparing all relevant College documents, including but not limited to promotional material and data publications.
5. Ensure accurate completion of current course syllabi.
6. Ensure accurate reporting of grades and no-shows; collect and file gradebooks with Academic Affairs.
7. Maintain and search for new articulation agreements/memoranda of understanding with outside resources for program improvement. Participate in Course Equivalency Project (CEP), if applicable.
8. Hold faculty meetings for curriculum development, class scheduling, and textbook evaluation and adoptions.
9. Maintain an active Advisory Committee for degree programs, meeting a minimum of once a year.
10. Perform yearly program and curriculum reviews and update as necessary.
11. Submit Annual Review Reports and schedule site visits as needed for maintenance of programs.

Personnel

1. Ensure that College personnel policy and procedures are appropriately applied.

2. Utilize College policy and procedures to resolve faculty and staff grievances, concerns, and problems.
3. Consult with respective Deans and the Office of Academic Affairs regarding faculty and adjunct recruitment, retention, appointments, promotion, sabbatical leave, and other personnel matters, adhering to all appropriate policies and procedures.
4. Hire, schedule, and coordinate work-study students in accordance with policy and procedures.
5. Meet with adjunct faculty every semester to discuss issues and improve delivery of course content (may take place via email, video conferencing, or face-to-face).
6. Monitor compliance with course load policy while ensuring quality instruction.
7. Ensure compliance with training and attendance at all required meetings and events.
8. Determine faculty load and duties annually in accordance with policy and procedures, complete faculty load form, and submit to Academic Affairs.
9. Coordinate faculty mentorships within the program.

Students

1. Coordinate with Academic Advisement to provide appropriate advisement and consultation for students in the program.
2. Coordinate with Enrollment Management when necessary to ensure student success.
3. Coordinate and communicate scholarship opportunities with appropriate areas, such as Financial Aid and respective Dean.
4. Ensure graduates' ability to meet local and regional employment standards and needs by conducting recent graduate surveys.

Budget

1. Submit budget requests and course fees as well as maintain program budget needs.
2. Monitor program inventory, supplies, and capital equipment.
3. Follow policies and procedures for procurement, including meeting deadlines and being a good steward of institutional funds.

Teaching

1. Chair teaching load will be determined by the respective Dean and the Office of Academic Affairs.

Rank Statement: Policy Statement (Approved by the MSC Board of Regents June 17, 2014)

Murray State College recognizes four classifications of academic rank:

1. Instructor
2. Assistant professor
3. Associate professor
4. Professor

Regular full-time permanent faculty are ranked as an instructor upon employment in a full-time permanent faculty position. Regular full-time permanent faculty have the opportunity to apply for promotion in academic rank as outlined in the Faculty Promotion in Rank and Tenure Procedure. Must meet the evidentiary criteria for promotion in rank in minimum requirement and meet requirements for renewal -see Policies and Procedures Handbook. Monetary incentives for promotion in rank may be provided based upon the specified procedures and the availability of funds.

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 science 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 (Monday through Friday) hours and evenings will vary to achieve 37.5 hours per week. Sunday evenings may also be included when needed. Hours may change from semester to semester depending on student schedules and needs.

Qualification Standards:

1. **Minimum Educational Qualifications:** Master's degree in Science or related degree and experience.
2. **Preferred Educational Qualifications:** Good academic background in science with a Master's degree and at least 18 graduate semester hours in science 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.