

Job Description

**JOB TITLE:** Assistant Professor

**DEPARTMENT OR SCHOOL OF:**

**COLLEGE:**

**REPORTS TO:**

COLLEGE MISSION:   Rochester University prepares students for professional and personal success as they serve in God's world.

**POSITION SUMMARY:** This [departmental] faculty will be tenure track eligible and teach [twenty-four hours or approved equivalency] per academic year.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

* [specific departmental requirements if applicable]
* Master’s degree in [discipline]
* [minimum or desired experience if applicable]

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* For specific rank indicators: See Indicators for Promotion and Evaluation document.
* Participate with faculty to develop learning activities for students.
* Provide input to the Chair, Director, and/or Dean for planning regarding program effectiveness.
* Stay up to date with current developments in the field by reviewing journals, abstracts, and [discipline specific] literature
* Participate in RU and [school/department] committee work.
* Attend designated College events, such as chapel, convocation, graduation, and other community building activities
* Report accurate grades, attendance, and feedback to students.
* Serve as academic advisers for students.
* Hold a minimum of five (5) office hours per week.
* Perform other duties as assigned.
* **ADD SPECIFIC DUTIES for PROGRAM**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* **ADD SPECIFIC DUTIES for PROGRAM**
* Knowledge and skill in teaching diverse learners, and ability to use current technology.
* Good oral/written communication skills.
* Ability to demonstrate consideration of others, and to deal effectively and fairly with a variety of individuals in a courteous manner.
* Ability to manage time independently and to collaborate with campus partners
* Ability to develop engaging classroom activities, communicate expectations with markers of student success, and monitor students’ progress
* Ability to clearly and effectively present ideas and compose/deliver presentations.
* Ability to keep up-to-date on departmental and college policies, procedures, and practices in order to provide accurate information or assistance to students, staff, and faculty in a timely manner.
* Ability to effectively plan work activities, schedules,
* Ability to assess student learning of both institutional and program level outcomes.
* Supportive of the university mission.

I have received a copy and understand the contents of the Job Description, Employee Policy Manual, Ethos Statement, Indicators for Promotion and Evaluation, Faculty Handbook, and [any other applicable documents].

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_