

CANADIAN UNIVERSITY COLLEGE

JOB DESCRIPTION

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| JOB TITLE | Faculty |
| DEPARTMENT | Division of Arts, Division of Science, School of Business, School of Education |
| CATEGORY | <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary |
| REMUNERATION SCALE | Classification F1, F2, F3, or F4 |
| REPORTS TO | Department chair, or if instructing in an area that has no chairperson, to the division dean or school chair |

POSITION SUMMARY

To instruct students, engage in research, and participate in the life of the institution.

ESSENTIAL JOB FUNCTIONS

- To instruct students as assigned. Specific assignments shall be in accordance with arrangements made within the department or division and in accordance with curriculum and schedule of the department.
- To teach a total of 24 semester credits during the fall and winter terms, and participate in research and/or teaching during the summer term.
- To engage in research and professional development activities.
- To participate in the conduct of the institution by attending division/school meetings, by serving on division/school committees, by attending Faculty Council meetings and by accepting assignments made by the department chair, the division dean, the Vice President for Academic Administration or the President.
- To participate in community activities and professional associations or societies.
- To assist with the registration and counseling of students.
- To post a schedule of class appointments and office hours in order to facilitate student conferences.
- To assist in the management of quality in the department/school/division.
- To teach in a manner that integrates faith and learning.
- To hold and maintain appropriate certification for the area of instruction.

JOB STANDARDS AND REQUIREMENTS

EDUCATION

- Minimum master's degree, with preference of an earned doctorate

EXPERIENCE

- Experience teaching at a post-secondary level

SKILLS

- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Strong working knowledge of Microsoft software, including Word, Excel, etc.

- High level of attention to confidentiality
- Effective teaching and learning skills.

PERSONAL

- Committed Seventh-day Adventist
- Ability to pass a criminal background check
- Willingness to serve on committees as assigned