

BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059
(620) 862-5252

Job Posting: Professor of Mathematics

Position Posting: June 7, 2024 until filled.

Job Title: Professor of Mathematics

Summary: Barclay College is seeking a full-time Professor of Mathematics to become an integral part of its dynamic, close-knit community of faculty, staff, and students. Their primary role will be to develop and teach math courses on-campus and, if required, online. They must have a passion for teaching students within a Christian framework and community and must be willing to assist and mentor students to help them succeed.

Institution: Barclay College
Haviland, KS

About Barclay: Barclay College is a vibrant, evangelical institution that is grounded in the Evangelical Friends tradition and exists to “prepare students in a Bible-centered environment for effective Christian life, service, and leadership.”

Status: Full-Time (minimum 4/4)

Required Qualifications:

- Clear, well-articulated Christian testimony and a vision for biblical higher education.
- Graduate degree in mathematics or related field.
- Agreement with Barclay College’s Mission Statement and Statement of Faith, along with all other doctrinal statements required by the college.
- Desire and ability to relate to, teach, and mentor college students.
- Physical ability to perform all duties normally required of college faculty.

Preferred Qualifications:

- Research doctorate in the field being taught.
- Experience teaching in higher education.
- Evangelical Friend or Christian Friend/Quaker.

Responsibilities:

- Teach classes as assigned using various appropriate methods to appeal to various learning styles and retain student interest. Manage classroom behavior effectively. Integrate biblical principles with subjects taught. Follow the syllabus and cover the content required to meet stated outcomes.
- Teach approximately twelve (12) to fifteen (15) credit hours per semester or equivalent classroom hours as interpreted in the Faculty Handbook.
- Attend all class periods or arrange for a suitable substitute. Convene classes on time. Record student attendance.
- Always conduct oneself professionally and in accordance with the instructions and guidelines noted in the *Employee* and *Faculty Handbooks*. Instruct students in proper classroom decorum, if necessary.
- Establish measurable outcomes for each course, determine means for evaluating whether outcomes are met, and design a course plan and schedule to facilitate student learning and mastery of the course outcomes. Select textbooks that will significantly contribute to student

learning. Publish a syllabus and course schedule for each class (see faculty handbook for specific elements to be included), distribute them to each student in the course, the Vice President for Academic Services, and upload it to the course page on Populi.

- Assign work appropriate to the class level so that the average student spends approximately two hours of study outside class for every hour in class to earn an average grade.
- Establish assignments, quizzes, tests, or other means of evaluating whether students are progressing, mastering the material, and meeting stated outcomes. Tests should require no longer than the scheduled class period to complete. Give a comprehensive final exam (or equivalent comprehensive assessment) during exam week. Check all written assignments for both form and content. Return corrected material promptly to students.
- Clearly explain the method of grading to students. Assign each student the grade they deserve based on the work received. Refrain from allowing students to do extra work or take a test to redeem a poor grade. Refrain from assigning incomplete grades unless clear extenuating circumstances warrant. Input grades into Populi (or current LMS).
- Establish and maintain open office hours that number no fewer than 1/2 the number of teaching hours per week. Post office hours for students and provide a copy for the academic office. Be on campus at least 2.5 times the number of teaching hours each week, to a maximum of 32 hours required.
- Publicly uphold campus policies and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.
- Attend all faculty meetings. If an absence is unavoidable, please inform the Vice President for Academic Services beforehand and learn the missed information.
- Serve on committees as assigned. Committee work is considered to be a priority over other appointments. See *Faculty Handbook* for function and make-up of committees.
- Assist students with academic planning and performance. Evaluate on a regular basis the progress of students participating in the contracted field of study. Be prepared to offer personal counseling to students who voluntarily seek guidance.
- Attend Chapel and other spiritually related activities. See *Faculty Handbook* for specific criteria.
- Attend Baccalaureate and Commencement ceremonies. Full academic regalia is required.
- Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.
- Participate in any required assessment activities related to the courses they teach or programs in which they teach.
- Perform other duties as assigned by the Vice President for Academic Services.

Compensation and Benefits

- Salary is commensurate with experience. Barclay College offers a comprehensive benefits package.

Interested applicants should email a cover letter and curriculum vitae to:

Derek Brown, Ph.D.

Vice President for Academic Services

derek.brown@barclaycollege.edu

<https://www.barclaycollege.edu/about-barclay/employment/>