I. POSITION TITLE: Full-Time Science Faculty

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Academic Dean

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Forty hours per week on campus, including not more than twenty-two and one-half (22.5) contact hours of instruction and a minimum of five (5) regularly scheduled office hours per week plus such additional time as is necessary to accomplish the basic function/purpose of the position.

VII. MINIMUM REQUIREMENTS:
   
   EDUCATION: Minimum master’s degree in biology/biological sciences with course work related to anatomy, physiology, and/or microbiology.

   EXPERIENCE: Two or more years of college-level teaching required.

   PHYSICAL: Occasionally must exert force to lift and/or move objects up to 20 – 40 pounds; good eye sight, good verbal communication skills, listening, writing skills, hand/eye coordination, reaching, hand-wrist-finger dexterity, keyboarding.

   SKILLS EXPECTATIONS: Skills in instructional design, teaching, and assessment of student learning that prompt and maintain student interest and deepen engagement; strong interpersonal and communication skills that promote positive attitudes toward learning; a student-oriented attitude that encourages inclusion; organizational and research skills; and a strong work ethic.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To provide quality instruction to students in support of the university's mission and purposes as defined by the board of governors and the university president.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   * A. Review the master and course syllabus at the beginning of each course and utilize first-day classroom guidelines.
* B. Design and deliver performance-based, active learning plans using the four-step learning cycle.

* C. Utilize a variety of learning methodologies to address the diverse ways that students learn, encourage the development of critical thinking and problem-solving skills, and improve the retention of learning.

* D. Communicate the expectation that students will perform to the best of their ability and create a classroom experience that encourages students to participate.

* E. Maintain ongoing positive contacts with students through classroom activities, scheduled office hours, or telephone and e-mail communications.

* F. Utilize frequent informal and formal assessment methods to evaluate the achievement of knowledge and skills and provide students with prompt feedback on their performance.

* G. Collect assessment of student learning data in accordance with system assessment policies and procedures.

* H. Recommend the purchase of laboratory equipment and supplies to support teaching and learning.

* I. Participate in faculty in-service training sessions as required or as needed.

* J. Attend and participate in faculty/campus meetings and faculty development seminars.

* K. Participate in commencement and honors programs.

* L. Observe and implement university and academic policies and procedures in the classroom.

* M. Recommend instructional materials for science courses to the system general education program chair.

N. Perform other duties as assigned.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Administration, students, faculty, and staff of National American University; and community members, parents of NAU students, and visitors.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

*Denotes essential elements of the position.