



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### System-wide

To apply, submit an employment application ([click for application](#)),  
resume, and letter of interest to: Academic Dean  
1325 South Colorado Boulevard, Suite 100, Denver, CO 80222

- 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.