**Business Department Faculty Opening**

**Time Frame:** 2018-2019 Academic Year

**Job Summary:** Instruction in business curriculum such as general business, management, marketing, human resources, accounting, and sport management.

**Job Responsibilities:** The position is a 9-month appointment in the Department of Business. In addition to teaching, the position requires the applicant to fulfill responsibilities in program planning, advisement-mentoring, committee work, and assessment. This role may require activity in distance education instruction and serve on graduate and undergraduate levels.

**Minimum Qualifications:** 1) Earned Doctorate in business from a regionally accredited university preferred; ABD status and the ability to complete the terminal degree within two years will be considered. 2) Minimum of a Master’s degree in a business field with at least 18 graduate hours in one or more of the following areas: Accounting, business Administration, Business sport Management, Human Resource Management, Management, or Marketing. 3) Leadership abilities with a vision to develop and enhance programs in the department. 4) Evidence of successful market place experience. 5) Experience and/or knowledge or ability in teaching in both on campus and online delivery formats. 6) Ability to effectively communicate across diverse populations in verbal and written expression. 7) Willingness to collaborate and sustain a collegial environment. 8) Awareness of and active participation in the Assemblies of God.

**Salary:** Commensurate with experience.

Please submit application and support material via: <http://www.sagu.edu/about-sagu/employment>

Directly contact:

Dr. Sue Taylor, Dean of the College of Business and Education

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SAGU

1200 Sycamore St.

Waxahachie, TX 75165

## Faculty (Full-Time) Job Description

Primary Function

A faculty member primary facilitates the teaching/learning process, fulfills the major responsibilities as assigned by his/her Dean and expressed in the job description, and exercises spiritual leadership.

Major Responsibilities

* Teaching/Learning Leadership. An instructional load of 24 semester hours per academic year is the target schedule for instruction. The course schedule will typically be balanced 4/4 (4 sections fall; 4 sections spring), but upon occasion a schedule may be configured as 5/3 or 3/5. Courses may be scheduled during day or night hours, or Saturdays. Courses may also be assigned for delivery in either an on-campus mode or a distance education mode. Additionally the University retains the right to assign overload sections of instruction for an additional stipend determined each year. Instructors will prepare syllabi in accordance with the institutional model, initiate the process of textbook selection in a timely fashion, oversee quality educational experiences for students, produce evaluations and scores of student performance via the learning management system in a timely manner, track all attendance in courses according to SAGU policy, and submit final grades per the posted schedule.
* Nature of Instruction. Faculty intentionally provide a curriculum characterized by currency, harmony with Assemblies of God doctrine, and supported by biblical integration across all disciplines.
* Advising/Recruiting. All faculty members serve in an advisory capacity to prospects and students. Faculty participate in some recruitment activities. They treat students with respect and grant them access to their time. Intentional efforts shall be made to assist students in meeting the student development standards of the university.
* Works with the University to assist in promotion of academic programs and the development of supportive learning resources. Engages in spiritual formation activities with students and staff.
* Spiritual, Cultural, and Social Life. Contributing to the quality of life of the university is a major objective of the faculty. Out-of-class contacts are important opportunities for developing student academic, social, and spiritual maturity. A generous amount of such engagement is expected. Daily chapel attendance is required. Also, attendance at spiritual emphases, world ministry conventions, along with various cultural, athletic and social events on campus, is expected. Full time faculty schedules must not exclude regular chapel attendance unless authorized by administration.
* Committee assignments. Faculty members serve on one or two committees during an academic year. Periodic self-study committee assignments will be made in addition to other committee assignments. A teacher may receive additional assignments to serve on ad-hoc committees from time to time; these special appointments should not exceed one at a time.
* Institutional Effectiveness. Faculty members participate fully in the processes of Institutional Effectiveness and actively facilitate the successful completion of the Assessment Record.
* Professional Development. Faculty members pursue professional development. Development can be achieved through various means such as attending professional meetings/seminars, affiliating with professional organizations, acquiring additional educational qualifications, independent study designed to promote successful college teaching, writing and publishing, and speaking at seminars, conventions, and other events.
* Professional Participation. All faculty participate in Faculty In-Service events, Department/College meetings, and SAGU Commencement ceremonies. Each faculty member provides his/her own academic regalia. Faculty assist as assigned in the registration process.
* Office Hours. Faculty members post and keep a minimum of eight office hours per week for student conferences, committee work, and instructional preparation. Faculty office schedules are due in the Academics Office and their respective Dean’s office at the beginning of the first week of instruction. When it is not possible to keep posted office hours, the Department Chair and the College Dean should be notified. Faculty schedules shall also be posted in Outlook Calendar.
* Club/Class Sponsorship. The Vice President for Academics and the Vice President for Student Services confer to make assign club or class sponsorships. No full-time faculty member shall have more than one of each (class or club) per academic year.

Qualifications

* Faith, service and lifestyle that meets University expectations. (See IPM General Information sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards.:” See IPM Staff Handbook: “Employee Code of Conduct.” See IPM Faculty Handbook sections: “Academic Freedom & Responsibility,” “Biblical Integration,” “Professional Credentials,” “Democracy & Loyalty,” “Denominational Affiliation”)
* Academic qualifications commensurate with accreditation criteria.
* Established teaching abilities, clear communication skills, and knowledge of subject area.
* Ability to work harmoniously with colleagues, staff, administration, and students.
* Adaptability to change and innovation.

Organizational Relationships

* Faculty members report to and are accountable to the Department Chair, College Dean, any local Administrative Dean when serving at an Extension Site, and the Vice President for Academics.
* Committees: As assigned.