




## Section I. – Job Details

|                            |   |                         |           |
|----------------------------|---|-------------------------|-----------|
| <b>Job Title:</b>          | Instructor / Assistant Professor of Public Health | <b>Hourly/Salary:</b>   | Salary    |
| <b>Department Area:</b>    | CU Online   | <b>Classification:</b>  | Exempt    |
| <b>Location:</b>           | Online  | <b>Travel Required:</b> | No        |
| <b>Reports to:</b>         | Dean of Campbellsville University Online          | <b>Position Type:</b>   | Full-Time |
| <b>Position Fill Date:</b> | 7/1/2023  |                         |           |

External Posting URL – [www.campbellsville.edu](http://www.campbellsville.edu)

Internal Posting – Human Resources Job Board

## Section II. – Application Submission Information

|   |   |
|---|---|
| <b>FAX</b>  | <b>EMAIL</b>  |
| <p><b>(270) 789-5180</b></p> <p><b>Subject Line:</b> Instructor / Assistant Professor of Public Health</p> <p><b>Attention:</b> HR Director</p> | <p><a href="mailto:jobs@campbellsville.edu">jobs@campbellsville.edu</a></p> <p><b>Subject Line:</b> Instructor / Assistant Professor of Public Health</p>   |
| <b>ONLINE</b>   | <b>MAIL</b>   |
| <p>Click Link Below</p> <p><a href="#"><b>APPLY HERE!</b></a></p>   | <p>Scan QR Code</p>  <p>Director of Human Resources<br/>Campbellsville University<br/>1 University Drive, UPO 944<br/>Campbellsville, KY 42718</p> |

## Section III. – Job Description

### Job Summary:

Full-time, non-tenure track, instructor or assistant professor, teaching thirty (30) credit hours per 12-month contract year within a fully-online, undergraduate public health program.

***Job Responsibilities:***

**A. Teaching & Online Course Development**

- Teach thirty (30) credit hours per 12-month academic year (e.g., 12 hrs. in fall, 12 hrs. in spring, 6 hrs. in summer)
- Develop and/or enhance one (1) fully-online course through the full-service course development process per fall/spring semester.
- Select and utilize open educational resources (OERs) for all fully-online course instruction.
- Offer virtual office hours to students on a weekly basis.

**B. Program Management**

- Serve as lead professor for the BS in public health fully-online program.
- Conduct annual assessment for BS in public health fully-online program.
- Collaborate and engage regularly with human performance division.

**C. Broader Team Involvement**

- Remote participation in chapel, faculty forum, commencement, strategic planning groups, professional development and CU Online faculty meetings.
- Assist in the student services initiatives for CU Online.
- Fulfill other duties as assigned by the Dean of Campbellsville University Online.

***Skills/Qualifications:***

Must fully support the Christian mission and core values of Campbellsville University. Must have a master's degree in public health or epidemiology from a regionally accredited institution.

ABD / terminal degreed candidates preferred.

An earned master's degree and eighteen (18) hours in public health coursework will be considered

Experience in teaching undergraduate level courses in a fully-online format.

Excellent communication and interpersonal skills.

**Essential Duties:**

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

*Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.*

*The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.*

*Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

**Section IV. – For HR Use Only**

Approved by Human Resources 12/7/2022

Posted Internally 12/7/2022

Posted Externally 12/7/2022