




## Section I. – Job Details

<b>Job Title:</b>	Assistant Professor of Chemistry	<b>Hourly/Salary:</b>	Salary
<b>Department Area:</b>	Natural Science	<b>Classification:</b>	Exempt
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	No
<b>Reports to:</b>	Division of Natural Science Chair	<b>Position Type:</b>	Full-Time
<b>Position Fill Date:</b>	8/14/2023		

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> Assistant Professor of Chemistry</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> Assistant Professor of Chemistry</p>
<b>ONLINE</b>	<b>MAIL</b>
<p>Click Link Below</p> <p><a href="#"><b>APPLY HERE!</b></a></p>	<p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>
<p>Scan QR Code</p> 	

## Section III. – Job Description

### *Job Summary:*

Teach General Chemistry lectures and labs, Inorganic Chemistry lectures and labs, and other chemistry classes as needed. Perform other duties of a faculty member, such as academic advising, supervision of undergraduate student research, and committee work.

***Job Responsibilities:***

According to the Faculty Handbook:

- A. Provides a Christian role model for students.
- B. Maintains a strong interest in the pursuit of knowledge and shares it with students and scholars.
- C. Promotes the discipline on and off campus and attracts students to the field.
- D. Maintains contact with alumni and the community.
- E. Participates in academic unit meetings and cooperates with other members of the Faculty.
- F. Identifies with professional organizations and professionals of the discipline at all educational levels.
- G. Assists in recruiting new Faculty members within the academic unit.
- H. Assists the Dean in the preparation of class schedules and material for the University Bulletin Catalog.
- I. Knows the Library holdings and deficiencies and plans improvements based on budget allocations.
- J. Assists in developing syllabi for courses in the discipline.
- K. Assists in the preparation of requests for foundation grants.
- L. Assists students by continually monitoring and evaluating students' progress and making appropriate referrals to academic and personal support services, as necessary, to meet student needs.
- M. Demonstrates excellence in teaching.
- N. Serves as an academic advisor.

***Skills/Qualifications:***

Prefer Ph.D. in chemistry and undergraduate teaching experience, but M.S. in chemistry is acceptable.

**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 1/5/2023

Posted Internally 1/5/2023

Posted Externally 1/5/2023