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| **Job Title:** *Assistant Professor of Applied Behavioral Analysis, Non-Tenure Track* | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)* [x]  Exempt [ ] Nonexempt  |
| **Reports to:** *Dean, School of Behavioral and Social Sciences* | **Location:** *Austin, TX (ABA program is fully remote)* |
| **Department:** *Human Development and Leadership* | **Division:** Click or tap here to enter text. |
| **Employment Category:** [x] Full-Time[ ] Part-Time  | **Paygrade:** (EEO & Equal Pay Act of 1963 Guidelines)Click or tap here to enter text. |

**PRIMARY PURPOSE OF POSITION**

The Assistant Professor of Applied Behavioral Analysis will provide high quality instruction to students from diverse backgrounds in the graduate program, with the standard teaching load for the position being 8 courses per academic year, and may be called upon to teach other courses within the department, as needed.

This Professor will work closely with a dedicated and passionate campus community to

find new and thoughtful ways to educate the hearts and minds of a diverse student body that

is deeply committed to social justice and making a large impact on the world.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Teaching and supervising a minimum of eight (8) courses (9-month contract; with

opportunities for additional payment for a summer course load) to include select

graduate courses offered by the ABA program (including introductory and advanced

ABA courses, specialty area and concentration courses in OBM/ Supervision, Functional Behavior Assessment and Analysis, Program Development, and Practicum.)

* Courses will be completely online, with synchronous class meetings held remotely once

a week via Zoom.

* Support graduate activities at the university;
* Candidates should demonstrate a commitment to supporting a diverse graduate

student body at a Hispanic-serving Institution;

* Supervise and provide substantial feedback students in the ABA program;
* Assist in curriculum development, including development of online classes and

supervision curriculum;

* Work closely with the Program Director, ABA Team, and Student Success Counselors to

support graduate students;

* Maintain close contact to and engagement with the applied behavior analysis

credentialing organizations, regional ABA organizations, latest BACB® regulations, and up-to-date field of ABA content;

* Assist with the identification, compilation, and analysis of program assessment

information;

* Engage in limited school and university service and committee activities aligned with

the University’s mission;

* Manage the learning environment through keeping accurate records, submitting

grades and other reports on time, and enforcing school/campus academic and

attendance policies;

* Maintain scheduled virtual office hours according to university policy;
* Attend necessary faculty, department and university meetings;
* Assist the admissions office with student recruitment by participating in other

admissions events, calling and writing prospective students and other activities as

requested;

* Support diversity, inclusion and equity in teaching, supervision, and service;
* Maintain appropriate standards of behavior, mutual respect, and safety in the

classroom;

* Stay current with best practices in teaching and learning;
* Understand the role of assessment in achieving specifically stated learning outcomes;
* Incorporate technology to enhance student learning;
* Understand and appreciate the university’s mission, purpose and goals and the role of faculty in achieving those goals;
* Attend trainings as required;
* Perform any other job related functions as assigned by the University.
* Responsible for regulatory and policy compliance as it applies to the position.

**QUALIFICATIONS**

* An earned doctorate (Ph.D., Ed.D.) or equivalent in ABA or a related field;
* BCBA-D® required; LBA or LABA strongly preferred;
* At least 5 years of experience providing behavior analytic services in public or private

settings;

* Experience teaching in higher education, and conducting workshops, trainings, or

other forms of professional development;

* Excellent technology skills and experience teaching online preferred;
* Excellent writing skills;
* A record that speaks highly of teaching abilities;
* Ability to adhere to University policies and procedures;
* Interest, initiative, and ability to develop and evaluate programs in the department;
* Submit to and pass criminal offender records check, and sexual offender records check

(S.O.R.I.);

* Should be committed to a culture of diversity, equity, respect and inclusion;

demonstrated ability to build working relationships with people having a wide variety

of backgrounds, perspectives, and experiences different from one’s own;

* All new employees must complete the FERPA, Anti-Harassment, and any other required

online trainings within 15 days of employment;

* General knowledge of the University&#39;s mission, purpose and goals and the role this

position plays in achieving those goals;

* Must adhere to University COVID-19 testing, symptom tracking and all other COVID

protocols established by the University.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to use a computer for extended periods of time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job description*  |
| **Printed Name of Approver:** | *Printed name of the person with the authority to approve the job description.*  |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |