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| **Job Title:** *Assistant Professor of Sociology, Non-Tenure Track* | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)* [x]  Exempt [ ] Nonexempt  |
| **Reports to:** *Dean, School of Behavioral and Social Sciences* | **Location:** *Austin, TX* |
| **Department:** *Sociology and Social Work* | **Division: Sociology** |
| **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**

St. Edwards University’s Sociology Program (BA) is seeking a dynamic individual who has expertise in Sociology and instruction in higher education. St. Edward’s University, a nationally ranked, independent Catholic university, and Hispanic Serving Institution (HSI), invites applications for a Full-Time, 9-month, visiting professor position with a focus on teaching and service to start in August 2023. The successful candidate 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.

The successful candidate will provide high quality instruction to students from diverse backgrounds in the undergraduate program, with the standard teaching load for the position being 10 courses per academic year, and may be called upon to assist with certain service initiatives, as needed. St. Edward’s University embraces excellence through diversity and especially encourages applications from women and members of underrepresented racial, ethnic, sexual, and gender minority groups. Candidates should demonstrate a commitment to supporting a diverse student body.

St. Edwards University is a diverse community devoted to proactively nurturing a campus-wide

culture that promotes and ensures equity, respect, inclusion and safety for all members

regardless of race, color, national origin, age, gender, religion, sexual orientation and gender

identity, socio-economic background, or physical ability. We are one University that opens our

hearts and minds to conversations, to learning and to creating a community that is welcoming

of all. Regardless of position, it is expected that each employee will embrace this commitment

and demonstrate an attitude of respect toward and acceptance of all members of our

community. For more information on our commitment to diversity, please visit our website

<https://www.stedwards.edu/about-us/diversity-equity-inclusion>

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Teaching and supervising a minimum of ten (10) courses (9-month contract; with
* opportunities for additional payment for a summer course load) to include undergraduate courses offered by the Sociology program (Introductory Sociology, Social Research, Sociology electives, etc.)
* Courses will be taught in person and held on campus
* Candidates should demonstrate a commitment to supporting a diverse student body at a Hispanic-serving Institution
* Engage in limited service 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 office hours according to university policy
* Attend necessary faculty, department and university meetings
* Support diversity, inclusion and equity in teaching 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.

**QUALIFICATIONS**

* An earned doctorate (Ph.D.) or ABD in Sociology or a closely related field
* Experience teaching in higher education
* Excellent writing skills
* A record that speaks highly of teaching abilities
* Ability to adhere to University policies and procedures
* 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’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* |