



Position Description

Position Title:	Faculty
Department:	Spanish
Serves as:	Department Head of Spanish
Report to:	Dean of the College of Arts & Sciences through School of Humanities Chair
FLSA Status:	Exempt
Called Position:	Yes-Faculty
Revised:	December 2022

Job Summary: This fulltime faculty member will have an appointment in the Department of Spanish. Rank in the professor or lecturer track is open and will be negotiated based on credentials and experience of the candidate. The faculty member in Spanish will be responsible for developing and teaching the proposed courses in Spanish programs, curricular oversight, assessment of student outcomes, and developing a research program involving undergraduate students. The candidate will also be expected to contribute to student advising, mentoring and recruiting. Ability to contribute to curricular development, course scheduling, departmental budget planning and assessment will be valued. Service to one's department, school, college, and/or broader community is also part of all full-time faculty positions.

Core Accountabilities:

- Assist in the execution of the vision and strategies to grow the Department of Spanish.
- Maintain and adjust course offerings in Spanish to assure accreditation competencies and keep the major competitive with peer institutions.
- Faculty in the professor track are expected to engage in original research with students.

Primary Responsibilities:

- Maintain an annual teaching load of 24 credits (professor track) or 30 credits (lecturer track) that includes course work in Spanish.
- Meet all expectations of faculty work load allocation guidelines.
- Collaborate with colleagues and mentor students to maintain an active research program related to Spanish.
- Assist in recruitment and marketing for the Spanish program and related majors.
- Advise and mentor Spanish students and assess program outcomes.
- As department head, develop annual department budget and work with Dean of the College of Arts & Sciences in class offerings. Will also work with the School Chair on course offering schedules.

REQUIREMENTS

Knowledge, Skills, and Abilities:

- Excellent organizational and communication skills; proven verbal, written and presentation skills; and the ability to communicate effectively with a variety of audiences that include internal and external partners such as students, faculty, staff, and administration using judgment and professionalism in each situation.
- Ability to build constructive working relationships and function collaboratively and cooperatively as a member of a team to support and contribute to the college's success.
- Goal-driven with the desire to work in a fast-paced team environment and manage multiple responsibilities.



- Demonstrated ability to use a personal computer and various software packages such as Microsoft Office, Zoom, and learning management software (e.g. Canvas, Moodle, eLearning, etc), with knowledge of Jenzabar database and reporting being a definite plus

Education and Experience:

- Master's degree required; doctorate preferred.
- Master's or doctoral course work in Spanish is required.
- Supervision of students and/or teaching experience is preferred.
- A record of peer-reviewed scholarly work within Spanish or another related field is preferred.
- Ideal candidate possesses experience with college academic programs, policies, and outcomes, with a Christian education worldview.

WELS/ELS membership is required with demonstrated experience and passion in serving others with respect of all others as God's creation, in alignment with and desire to support WLC's mission and ministry values in accordance with WLC's Christian code of conduct. Expected to actively pursue synodical certification and completion within six (6) years unless candidate already holds an active call with WELS/ELS.