

## Position Description

Position Title:	Faculty
Department:	Biology
Reports to:	Department Head of Biology
Status:	Full Time, Exempt
Called Position:	Yes
Revised:	January 2025

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### Position Summary

This full-time faculty position will have an appointment in the Biology department, with rank in the professor or lecturer track to be determined based on the candidate's credentials and experience. The faculty member will be responsible for developing and teaching courses in the Biology program, overseeing curriculum, assessing student outcomes, and developing a research program involving undergraduate students. Teaching responsibilities may include introductory through advanced Biology courses, with an emphasis on general biology, anatomy and physiology, vertebrate zoology, and/or health sciences-related courses. The candidate will also contribute to student advising, mentoring, and recruiting. The ability to assist with curricular development, course scheduling, departmental budget planning, and assessment will be valued. Additionally, service to the department, school, college, and broader community is expected as part of this full-time faculty role at Wisconsin Lutheran College (WLC).

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### PRIMARY RESPONSIBILITIES

#### Teaching:

- Student-centered educator dedicated to fostering student learning, retention, persistence, and successful completion.
- Maintain an annual teaching load of 24 credits (for professor track) or 30 credits (for lecturer track) in Biology.
- Develop, communicate, and post clear course learning outcomes or objectives to ensure student understanding of expectations and course goals.
- Prepare and distribute a course syllabus and class schedule for each course taught each semester.
- Design course curriculum, create handouts, lectures, lab materials, presentations, and other resources to deliver content effectively, keeping students engaged and promoting achievement of learning outcomes.
- Develop grading rubrics to assess student performance relative to course objectives and identify areas for improvement.
- Punctually attend all scheduled classes, office hours, and meetings.
- Assign grades, maintain course and student records, and submit grades in accordance with established deadlines

#### Advising:

- Advise and mentor Biology students, while assessing program outcomes.
- Provide support to students through "office hours" and additional scheduled times, offering one-on-one or small group sessions to help students master course material.

#### Core Accountabilities:

- Assist in executing the vision and strategies to enhance and grow the Department of Biology.
- Maintain and revise Biology course offerings to ensure the program remains competitive with peer institutions.
- Faculty in the professor track are expected to engage in original research with students.
- Collaborate with colleagues and mentor students to sustain an active research program in Biology.
- Support recruitment efforts and assist in marketing the Biology program and related majors.
- Attend all WLC faculty events, including commencement, faculty meetings, Provost Day, Deans Day, and others as required.
- Perform any other relevant and reasonably assigned duties as directed by your supervisor.

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## QUALIFICATIONS

### Education and Experience:

- Master's degree is required; Doctorate is preferred.
- Coursework at the Master's or Doctoral level in Biology or a related discipline is required.
- Experience in supervising students and/or teaching is preferred.
- A record of peer-reviewed scholarly work in Biology or a related field is preferred.
- The ideal candidate will have experience with college academic programs, policies, and outcomes, along with a Christian education worldview.

### Knowledge, Skills, and Abilities:

- Exceptional organizational and communication skills, with proven ability in verbal, written, and presentation communication; capable of effectively engaging with a diverse range of audiences, including students, faculty, staff, and external partners, using appropriate judgment and professionalism in each situation.
- Ability to build constructive working relationships and collaborate effectively as part of a team to support WLC's success.
- Goal-driven, with a strong desire to work in a fast-paced environment, managing multiple responsibilities simultaneously.
- Proficient in using personal computers and various software applications, including Microsoft Office, Zoom, and learning management systems (e.g., Canvas, Moodle, eLearning, etc.).

### Physical Requirements

While performing the duties of this job, the employee is regularly required to stand and sit; use hands to touch, handle, or feel; reach with hands and arms, and talk and hear. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and far vision and ability to adjust focus.

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## WELS

Membership in the Wisconsin Evangelical Lutheran Synod (WELS) or Evangelical Lutheran Synod (ELS) is required, along with a demonstrated passion for and experience in serving others with respect for all as God's creation. The candidate must align with and support the mission and ministry values of WLC, adhering to its Christian code of conduct. Additionally, the candidate is expected to actively pursue synodical certification and complete it within five (5) years, unless they already hold an active call with WELS/ELS.