

Visiting Assistant Professor, Biology (Ref: CAS-VAPBio 2019-20)

Summary: The Biology Department of Queens University of Charlotte invites a broadly trained ecologist to apply for a one-year visiting assistant professor position in the College of Arts and Sciences. The ideal candidate will be passionate about working with a diverse undergraduate student body in and out of the classroom. A typical course load is 12 credit hours (three 4-credit courses or four 3-credit courses) per semester. Although most classes will be offered during daytime hours, there is the potential to teach in the evening.

Responsibilities for this position include undergraduate teaching, engaging undergraduate students in course-based research experiences, and performing service to the university. This role teaches introductory biology, advanced courses in science writing and General Education science courses. Successful candidates should have a PhD; those who are ABD may be considered.

This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.

Review of applications will continue until position is filled; priority given to those submitted prior to **July 26, 2019**.

Non-Essential Duties

- Other duties may be assigned as needed to meet department, college, and university goals

Experience, Knowledge and Skills Required

- Ph.D. in Ecology or Biology or a related field; ABD may be considered.
- Excellent oral communication skills and evidence of high-quality teaching effectiveness in undergraduate education
- An enthusiasm for teaching biology in a liberal arts environment, including cooperative learning communities, is required.
- Prior undergraduate-level teaching experience
- Ability to work with both traditional-aged as well as adult learners, and possess the ability to connect with students at all levels of proficiency
- Experience with advising, academic support services and student diversity preferred
- Demonstrated skills in student engagement, faculty development, planning and evaluation, and student and faculty mentoring preferred

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time.

- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in classroom and office environment, involving contact with students, faculty, staff, parents, service providers and vendors

Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply. Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted, or when a sufficient candidate pool is identified. The review of applications will begin immediately and will continue until a successful candidate is selected. Due to limited staff resources, phone calls cannot be accepted or returned.

Application Process

Qualified candidates should submit via email to hr@queens.edu all of the following in (.doc) or (.pdf) format:

1. a letter of interest,
2. current resume or curriculum vitae,
3. statement of teaching philosophy (one page)
4. contact information on three professional references.

Be sure to include “**REF: CAS-VAPBio 2019-20**” and **YOUR NAME** in your email Subject Line.
(**Example:** REF: CAS- VAPBio 2019-20 Shawn Mullin)

Additional information

Queens is a private, co-ed, Presbyterian-affiliated University with 2,200 undergraduate and graduate students. It operates the College of Arts and Sciences, the McColl School of Business, the Wayland H. Cato Jr. School of Education, the James L. Knight School of Communication, and the Andrew Blair College of Health, and the Presbyterian School of Nursing.

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance,

dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2297.