**Position Description**

**Title Code:** C40NN

**Official Title:** Assistant Professor

**Working Title:** Assistant Professor in XXXXX

**Department:**

**FTE:** 100%

**Pay Basis:** Unclassified C basis

**Appointment Type: Faculty**

**Exempt:** Yes  No

**Represented:**  Yes  No

**Bargaining Unit:** not applicable

**Date Finalized: 10/25/2016**

**Position Summary**

Responsibilities include teaching XXXX Courses. This position will teach 24 credits annually (4/4 standard fall/spring course teaching load) in the XXXX program. This position will teach classes in both the undergraduate and graduate programs as assigned by the XXXX Department Chair. Opportunities to teach additional courses in the summer and winterim semesters may be available in both programs for additional compensation depending upon the needs of the XXXXX Department. This position is expected to establish and maintain an active research program in the XXXXX field. In addition, the position will be expected to contribute service to UW-Parkside, the College of XXXXX, the XXXXX Department, profession and community including advising students in the XXXXX program.

**Essential Duties and Responsibilities**

60% Teaching:

* Teaching XXXX courses including XXXXX

30% Scholarly Research

10% Service:

* Service to XXXX Department, insert your college here, UW-Parkside, profession and community including advising students in the XXXXX program

**Standards of Performance**

* Effective instruction of students to achieve learning outcomes
* Attendance and punctuality for classes and meetings
* Timely and fair evaluation of student work
* Soundness of judgment and operational decisions
* Ability to organize and prioritize work while being responsive to Departmental and University needs
* Timely and effective communication of problems and opportunities
* Integrity in dealing with students, other faculty, staff, and administrators
* Willingness to assist with special projects and other duties as assigned

**Essential Knowledge And Abilities**

* Knowledge and ability to teach XXXXX courses
* Knowledge and ability to conduct research and scholarly activities
* The position is not responsible for money or university funds of accounts which hold financial information
* Ergonomic requirements: sufficient mobility and dexterity to move around office, campus and community. Ability to work with keyboard, mouse and monitor. Ability to attend meetings, workshops, seminars and conferences.
* Equipment to be used on the job: laptop or desktop computer, printer, copier, projector, telephone including voice mail and FAX

**Qualifications**

**Education, Experience, Training And/or Certifications**

Required

* Ph.D in XXXX field

Preferred