

Northwest Missouri State University
Board of Regents
Date of Meeting: July 30, 2009

Cabinet Member: Doug Dunham

Agenda Item: Caring for Missourian's positions request

Background:

Missouri's four-year public institutions, and the State's community colleges collaborated to secure state funding to assist in increasing the number of graduates in health professions. The original goal of the program was to gradually increase class sizes by an average of about 20 percent in order to address the state's health professional shortages. The original request was for recurring monies that would fund permanent increases in our physicians, nurses, dentists, optometrists, pharmacists and allied health professionals programs. However, the legislature allocated full funding of \$33.2 million dollars in only one-time funds. Northwest received \$527,319 in "one-time" money, which is earmarked to fund our RN-BSN completion program and other health/wellness-related programming. Course offerings in our RN-BSN completion program, which was recently approved by the CBHE, will begin Fall 2009. Both the Biology department and the Health, Physical Education, Recreation, and Dance (HPERD) departments provide academic coursework in the completion program.

Additionally, due to the increasing number of pre-professional majors in the areas of health care and other related fields, the undergraduate student population in the Department of Biology has shown a significant increase (from 287 majors in Fall 05 to 525 majors in Fall 08), which has greatly affected the ability of the department to serve its students efficiently. (Note we have been able to add only 2 new FTE over this same time period.) The advising office has been taking increasing appointments from the Visitor Center due to the lack of availability of faculty to speak with new or prospective students and their parents. The Office of Advisement has a number of Biological science majors who regularly come for advising due to instructors being unavailable to meet.

Issue:

We are requesting Board approval for the following three new positions to begin in the Fall 2009 trimester.

The first two positions are 9-month, term appointments.

1. **Instructor of Biology**

This person will teach lower division Anatomy and Physiology and upper division nursing courses along with introductory biology courses that might include zoology lab, botany lab, and general biology lab.

2. **Instructor in Health, Physical Education, Recreation, and Dance**

This person will teach undergraduate and graduate courses in health and physical education. Teaching load could include courses from the Health Sciences and/or pedagogy (i.e. Anatomy & Physiology, Kinesiology, Biomechanics, Adapted Physical Education, Aerobic Strength and Conditioning, Human Patho-physiology, etc.)

The following position is a 12-month, full-time position in the Academic Assistance and Resource office.

3. **Academic Advisor**

This person will be responsible for providing advising all freshman and new transfer students in the Biology department. Additionally, this person will assist Biology faculty with advisement seminars, training sessions, and the dissemination of information on changes in academic policy; will work closely with new student orientation programs; will track and analyze data for the improvement of advising; and will assist with recruitment & advising events such as Saturday Visit Days, academic appointments for campus tours, SOAR, Advantage, Transfer Pre-Registration and other special events with prospective Biology and undecided students

President's Recommendation:



JOB DESCRIPTION

NORTHWEST MISSOURI STATE UNIVERSITY

POSITION: Instructor
DEPARTMENT: Biological Sciences
REPORTS TO: Gregg Dieringer, Chair
CONTRACT TERMS: 9-month term, non-tenure track, pending Board of Regents Approval

POSITION SUMMARY:

Instructor to teach introductory biology course that might include zoology lab, botany lab, and general biology lab, lower division Anatomy and Physiology (12 hour load per semester).

ESSENTIAL FUNCTIONS/JOB DESCRIPTION:

The Department of Biological Sciences at Northwest Missouri State University is now accepting applications for a position at the level of Instructor. The successful applicant for this one year appointment will teach lower division Anatomy and Physiology and upper division nursing courses along with introductory biology courses that might include zoology lab, botany lab, and general biology lab and an interest in supervising undergraduate and graduate research is an asset. Service on committees, maintenance of regular office hours (7 per week), and other duties common to instructor positions are expected.

MINIMUM QUALIFICATIONS:

Education: M.S.
Skills: Good classroom management and lecture skills.

PREFERRED QUALIFICATIONS:

Education: Ph.D.
Experience: Demonstrated potential for excellence in teaching.
Skills: Demonstrated proficiency in the skills applicable to the discipline.

WORKING CONDITIONS: Typical university classroom, office and laboratory conditions.

EQUIPMENT/MATERIALS USED: Dissection instruments. Compound microscopes. Common classroom teaching equipment.

TYPICAL PHYSICAL DEMANDS: Ability to complete essential functions in the classroom and laboratory.

COMMUNITY: Northwest Missouri State University is located in Maryville, Missouri, a community of 11,000 with a diverse economy, and a strong industrial base. Maryville is located 45 miles north of St. Joseph, Missouri and 90 miles north of Kansas City, Missouri. For more information see: www.maryvillemo.org.

UNIVERSITY: Northwest Missouri State University is primarily an undergraduate teaching institution with a growing population of students (currently 6 000), and is accredited, offering B.A. and B.S. degrees

for undergraduate biology students and M.S. degrees for graduate students. Northwest Missouri State University has been the recipient of three Missouri State Quality Awards since 1997 in recognition of its high quality in leadership. For more information see: www.nwmissouri.edu.

The Department has ten full-time biology members and offers B.S. and M.S. degrees in biology. The Department is housed in the Garrett-Strong Science Building.

COLLEGE: Arts & Sciences

DEPARTMENT: Biological Sciences.

SALARY: Competitive and commensurate with qualifications and experience.

APPLICATION DEADLINE: July 31, 2009

DATE AVAILABLE: August 24, 2009.

APPLICATION MATERIALS: A complete application consists of: (1) a teaching statement detailing teaching experience and suitability for the position; (2) statement of research experience and interests; (3) a current curriculum vitae; (4) transcripts of all undergraduate and graduate coursework (unofficial copies are sufficient for review, but official copies must be submitted by the successful applicant); and (5) list of three references with current contact information. Copies of up to three scholarly works may also be submitted.

APPLY TO: Instructor Search Committee
Northwest Missouri State University
Department of Biological Sciences
800 University Drive
Maryville, MO 64468-6001
(660) 562-1388
Email: biology@nwmissouri.edu



JOB DESCRIPTION

NORTHWEST MISSOURI STATE UNIVERSITY

POSITION: Instructor
DEPARTMENT: Health, Physical Education, Recreation and Dance (HPERD)
REPORTS TO: Chair of the HPERD Department
CONTRACT TERMS: Nine-month, non-tenure track position
(Pending Board of Regents approval)

POSITION SUMMARY: The Department of Health, Physical Education, Recreation and Dance is seeking a nine-month non-tenure track appointment, pending Board of Regents approval, to teach undergraduate and graduate courses in health and physical education. Teaching load could include courses from the Health Sciences and/or pedagogy (i.e. Anatomy & Physiology, Kinesiology, Biomechanics, Adapted Physical Education, Aerobic Strength and Conditioning, Human Pathophysiology, etc.) Advise undergraduate and/or graduate majors, show evidence of progressive scholarly activity in area of expertise, submit and secure outside funding and serve on department, college and university committees. Participate in professional and community service.

ESSENTIAL FUNCTIONS:

1. Teach science related HPE graduate and/or undergraduate courses
2. Advise undergraduate and graduate students, supervise student applied research
3. Serve on Departmental, College and University committees, community or professional service

MINIMUM QUALIFICATIONS:

Education: Advanced degree in one of the HPERD areas or a closely related field
Certification/License: Missouri drivers license; appropriate professional credential
Experience: Experience teaching graduate and/or undergraduate courses
Skills: Teaching, organization and communication skills

PREFERRED QUALIFICATIONS:

Education: Terminal degree in a HPERD related area (health or exercise sciences, nutrition, physical therapy, rehabilitation, etc.)
Certification/License: Teaching certificate; ACSM; APE; NSCA; others as related to terminal degree
Experience: Three to six years of successful college/university teaching; evidence of progressive and specialized scholarly production related to one of the HPERD areas
Skills: Strong oral and written ability; strong organizational skills; proven ability to generate extramural funding and scholarly publications; work as a contributing and supportive department member

WORKING CONDITIONS: Office, classroom, and/or laboratory area, climate controlled

SUPERVISORY RESPONSIBILITIES: Undergraduate and graduate research(ers) or related work study

EQUIPMENT/MATERIALS USED: Office equipment, occupation related testing equipment/supplies

TYPICAL PHYSICAL DEMANDS: Minimal (Weekly meetings, typing, teaching, supervising others)

SALARY: Commensurate with qualifications and experience

APPLICATION DEADLINE: July 15, 2009 or until position is filled

DATE AVAILABLE: August 24, 2009

APPLICATION MATERIALS: Current curriculum vita, copy of all transcripts, copy of any specific certifications, three letters of reference addressing candidate's qualification for the position duties (i.e. teaching, scholarly activity or potential, advisement, client services, professional involvement.)

APPLY TO:

HPERD Search Team
c/o Ms. Cathie Hannigan, Office Manager
HPERD Department
Northwest Missouri State University
Martindale Hall, 800 University Drive
Maryville, MO 64468
E-mail: CHannig@nwmissouri.edu
<http://www.nwmissouri.edu/dept/hperd/index.htm>



JOB DESCRIPTION

NORTHWEST MISSOURI STATE UNIVERSITY

POSITION: Academic Advisor
DEPARTMENT: Advisement Assistance & Resource Office
REPORTS TO: Assistant Director of Advisement
FLSA STATUS: Non-exempt
CONTRACT TERMS: 12-month, full-time position, pending Board of Regents approval

POSITION SUMMARY: Responsible for providing advising to students who are Biology and Biology related pre-professional majors at Northwest Missouri State University.

ESSENTIAL FUNCTIONS:

1. Advise all freshman and new transfer students in the Biology department
2. Work closely with the Assistant Director of Advisement to ensure the delivery of quality advising for students
3. Assist Biology faculty with advisement seminars, training sessions and disseminating information on changes in academic policy
4. Advise biology students who are on probation and new transfer students
5. Work closely with new student orientation programs
6. Track and analyze data for the improvement of advising
7. Assist with recruitment & Advising events such as Saturday Visit Days, academic appointments for campus tours, SOAR, Advantage, Transfer Pre-Registration and other special events with prospective Biology and undecided students
8. Work closely with the staff and faculty at Northwest to stay abreast of changes and student needs.
9. Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree

Experience: Two to four years of academic advising or related experience; Skills: Strong written, verbal and presentation skills; strong computer skills in word processing; spreadsheets, databases, and e-mail;

PREFERRED QUALIFICATIONS:

Education: Master's degree

Experience: Faculty background and experience in the Biological sciences

WORKING CONDITIONS: Office work, weekend and evening work required

SUPERVISORY RESPONSIBILITIES: none

TYPICAL PHYSICAL DEMANDS: Some lifting required

SALARY: \$32,581

APPLICATION DEADLINE:

DATE AVAILABLE: Immediately

TO APPLY: Send a letter of application, resume and the names, addresses and phone numbers of three references to:

Director of Human Resources

NORTHWEST IS AN EQUAL OPPORTUNITY EMPLOYER

Northwest Missouri State University
107 Administration Building
Maryville, MO 64468