

JOB DESCRIPTION

Job Title:	Vice President for Academics
Location:	Guam
Department:	PIBC, PICC, DE and Library
Reports to (Title):	President

Classification: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Volunteer/Missionary <input type="checkbox"/> _____	Salary Basis: <input type="checkbox"/> 12 Months <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly <input type="checkbox"/> PT Summer when needed	40 Hours / week: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> _____
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JOB PURPOSE SUMMARY (GENERAL DESCRIPTION)

The Vice President for Academics is the Chief Academic Officer directly responsible to the President for the development, coordination, and implementation of curricula and instruction at the University. He or she serves as adviser to the President on academic affairs and is on the Administrative Council of the University.

The Vice President for Academics also collaborates and serves as head of the PIBC, PICC, Distance Education and Library departments. Teach at least one (1) course per semester.

KEY RESPONSIBILITIES (NATURE OF WORK)

- Oversees the colleges, academic department chairs (PIBC & PICC) and Distance Education.
- Oversees the library department.
- Oversees faculty and academic staff recruitment, review, and development activities.
- Collaborates with the department chairs in administering faculty evaluations.
- Leads and encourages faculty in curricula and program design and review, insuring that they reflect the mission of the school and that they are as current as possible in terms of disciplines.
- Works with finance departments to develop the academics budget.
- Oversees catalog, faculty handbook (work with Admin Council) and other academic publications.
- Acts as spokesperson for the faculty and academic chairs with regard to matters concerning the instructional program, budget proposals, and academic personnel policies.
- Works with Administrative Council in developing and implementing academic strategic planning.
- Works with Administrative Council in overseeing of all matters relating to accreditation.
- Works with Administrative Council in overseeing academic and admissions standards and records in relation to the objectives, strategic plans, and accreditation of the University.
- Convenes and serves on the Admissions Committee.
- Serves as an ex-officio member of all academic committees.
- Performs other duties as assigned by the President and/or the Board of Trustees.

JOB QUALIFICATIONS (EDUCATION AND TRAINING)

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<ul style="list-style-type: none"> • Must have masters’ degree with at least 3 years’ experience directly related to Education Administration, Educational Leadership or in any related field. Earned doctorate degree is desirable. • Demonstrated academic leadership, excellent communication and interpersonal skills, and good judgment. • Ability to formulate and articulate sound policies and to identify, resolves, and consults on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. • Strong organizational and management skills. • Record of teaching excellence, service, and scholarship commensurate with that of an experienced professor. • Significant experience in academic administration, including experience in the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology in higher education. • Must possess the desire and ability to minister to students and staff. • Must sign a statement of agreement with the institutional doctrinal statement. • Maintains presence on campus equal to 40 hours per week for full time employee. • Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship. 	

STANDARD JOB DESCRIPTION

For COLLEGE INSTRUCTOR

Job Title:	College Instructor
Location:	Guam Campus and/or DE
Department:	Academics
Reports to (Title):	Department Chair

Classification: <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Volunteer/Missionary <input type="checkbox"/> _____	Salary Basis: <input type="checkbox"/> 12 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> Hourly <input type="checkbox"/> _____	40 Hours / week: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> 25% of 40 hours
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JOB PURPOSE SUMMARY (GENERAL DESCRIPTION)

The college instructor teaches in discipline areas in which he or she has specific training and competence. As such, the instructor is expected to plan, organize, and teach in a manner that encourages Christian development in harmony with the school’s doctrinal position, mission, and values. He or she also promotes and directs successful student learning in keeping with the learning-centered values and goals of the school. **The instructor will be teaching one or two classes per semester.**

KEY RESPONSIBILITIES (NATURE OF WORK)

- Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
- Selects textbooks and other resources for the class.
- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
- Teaches courses according to the PIU catalog descriptions and in accordance with defined course standards and outcomes
- Creates a learning environment that encourages student involvement and participation.
- **Provides a minimum of 37.5 hours of instructional hours for each 3 unit class (classes cancelled for illness or any other reason must be made up)**
- **Maintains other presence on campus equal to 35-40 hours per week for full time faculty**
- Documents students’ attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
- Submits course grades to the PIU Registrar by the assigned date.
- Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.
- Maintains posted office hours and when possible participates in chapel and other school related activities. **(Office hours must be equal to number of hours spent in class. 15 minutes prior to each class**

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and 1 hour after class. Additional 1 hour of availability is also encouraged and it is recommended this be done in the library.)

- When called upon, functions as an official academic advisor, counseling students about course, academic sequence, and program selections.
- Maintains and disseminates current information pertaining to services available to students throughout the school.
- Develops and administers pre and post tests for each class taught, submitting results to supervisor as requested at the end of each semester
- Participates in and contributes to curriculum development by planning, developing, and evaluating new and existing courses and curriculum.
- Participates in the development and implementation of academic policies, guiding principles, objectives and functions in accordance with the philosophy of the school.
- **Participates in faculty meetings and staff meetings (monthly), serves on committees, and participates in other activities such as PIU Prayer meetings, K2 Retreat (fall), PIU Days (spring) and Commencement Exercises.**
- Is familiar with and maintains behavior and actions consistent with school policies.
- Continues professional development and growth according to personal needs and certification requirements, including participation in PIU-provided faculty development prior to each fall semester *and* monthly sessions offered throughout the school year.
- Makes suggestions for library purchases
- Makes sure that student evaluations are administered near the end of each semester.
- Performs other responsibilities requested by supervisor
- English Faculty: Administers TOEFL test when requested
- Maintains a true example of Christian character in the community.
- Represents the school positively to prospective students and supporters.
- NOTE: While “spring break” is allowed as a break from campus, it is understood that most instructors will have work to do, but during this week, instructors may work from home as desired. **Instructors working full time agree to teach a total of 12 credit hours (4 classes) in the classroom, or to teach part time and perform other work deemed to be proportion to the total credit hours as assigned by their supervisor (one class = 25% equivalent of workload).**

JOB QUALIFICATIONS (EDUCATION AND TRAINING)

All college instructors must have the Christian character qualities and academic skills necessary to fulfill the duties of their job assignments as listed in the “Job Purpose Summary” and “Key Responsibilities” sections. All instructors must provide a pastoral reference showing that he/she is active and in good standing in a local church.

All instructors must also sign a statement of agreement with the institutional doctrinal statement. Some experience either teaching young men and women in a formal (educational institution) or informal (church or Bible study) setting is preferred, though not required. PIU strives to maintain ongoing training and instruction in sound teaching principles; thus, all instructors, once they are employed at PIU, will be expected to be a part of all ongoing in-service training to further enhance their teaching abilities.

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<p>Academic Requirements: <i>Remedial instructors</i> must possess a minimum of a bachelor’s degree in their teaching field from an accredited institution.</p> <p><i>College instructors</i> must possess a minimum of a master’s degree in their teaching field from an accredited institution including 18 graduate hours in the field of their teaching assignments.</p> <p>In practical general education areas (ie: basic public speaking; learning skills as opposed to English, math, science or social sciences), instructors may be assigned to courses in which they possess a combination of educational and practical experience. These instructors must still possess a master’s degree. Instructors who have a bachelor’s degree may teach these classes under the design and supervision of an instructor possessing a master’s degree.</p>	