



# Job Announcement

## **Biology Instructor**

Full-Time Tenure Track Position

- Salary Range:** **\$45,000 - Beginning Salary\***  
(176-day contract over the Instructional Year [Fall/Winter/Spring Quarters])  
Additional compensation is available for summer and moonlight teaching.
- \*When the College determines that a newly hired full-time faculty member possesses special skills that meet specific instructional needs, the starting salary may be increased by up to \$3,000.
- Recruitment Availability:** **Close Date:** Open Until Filled  
(**First consideration closes at 4:30 p.m., PST on January 8, 2010**)
- Benefits:** Excellent fringe benefits including health, vision, and dental insurance for eligible family members (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

Columbia Basin College seeks an outstanding and enthusiastic individual to teach courses in Biology. This is a full-time, tenure track position in the Math/Science Division at Columbia Basin College. The faculty member will teach courses in the Life Science Department, reporting to the Interim Dean of the Math/Science Division. Lab sections and possibly including those corresponding to lecture courses taught by other faculty, may be required. This faculty member should have special expertise in the area of Biology and Environmental Science.

### **GENERAL QUALITIES DESIRED**

- Passion for teaching and a commitment to student success;
- Commitment to the community college mission;
- Commitment to shared governance and staying current in one's discipline; and
- Willingness to become involved in campus activities beyond one's discipline.

### **PRIMARY RESPONSIBILITIES**

- Develop, prepare, and teach a variety of Biology courses, particularly those in the areas of Environmental Science, in accordance with approved course descriptions and class schedules (includes the use of multimedia technology in classroom and laboratory settings);
- Develop specific courses and suggest curriculum content for courses to infuse sustainability concepts across the curriculum;
- Develop syllabi and reading lists for each course taught and update annually; participate in departmental/divisional responsibilities in the selection of texts and related teaching resources;
- Maintain a minimum of five (5) regularly scheduled office hours each week at times that provide reasonable opportunities for students to meet with faculty;
- Maintain, submit, and retain accurate academic records, including verification of class rosters and student grades, by dates requested by the College and to comply with state and federal records retention laws;
- Orient students at the beginning of each class to syllabi and addenda, subject to subsequent modification and notice to students;

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- Engage in shared governance by participating in department, division and College committees and assisting in the formulation of policy pertaining to educational programs;
- Participate in commencement ceremonies, wearing academic robes, unless excused by the President;
- Develop and attend professional improvement activities in order to maintain contact with one's academic discipline, including teaching/learning processes and/or development of knowledge in one's field of specialization;
- Participate in outreach activities to promote educational programs;
- Participate in special College projects, surveys, and studies;
- Assist in the preparation of reports as needed by College units (e.g., Student Services, Grants Office, Athletic Department, Institutional Effectiveness) and by the College in general (i.e., for accreditations, program review and so forth);
- Develop new instructional materials, techniques, course offerings or major revisions of the same;
- Participate in community service activities consistent with the College's mission;
- Participate in student career development and related advising or mentoring activities and special retention programs; and
- Attend College-mandated trainings, professional development activities and/or meetings.

## REQUIRED QUALIFICATIONS

- Bachelor's degree in Biology and Master's degree in Environmental Science or closely related field;
- Two (2) years of college-level teaching experience;
- Demonstrated ability to work positively with individuals from diverse backgrounds and ethnicity;
- Ability and interest to participate in learning outcomes and institutional effectiveness efforts;
- Demonstrated ability to pursue creative and/or scholarly endeavors in area of expertise;
- Demonstrated ability to get students excited about learning; and
- Experience with computer applications for instructional purposes; e.g., PowerPoint, Word, and Internet.

## DESIRED QUALIFICATIONS

- Ph.D. in Biology or closely related field; and
- Practical laboratory experience with applied ecology or natural history.

## TERMS OF EMPLOYMENT

This position is available Fall Quarter 2010 and is a tenure track position in which the faculty member is evaluated as a candidate for tenure under the College's tenure review process and Chapter 28B.50 RCW. Schedule varies; assignment may include evenings and weekend classes.

**PROCESS NOTE:** In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check. Additionally, pursuant to RCW 43.43.845(3), an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment.

**CONDITIONS OF EMPLOYMENT:** In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of the College to maintain an alcohol and drug-free workplace for our employees and students.

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## PHYSICAL REQUIREMENTS:

- Occasional need to lift at least twenty (20) pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Requires frequent repetitive hand and wrist motions.

## APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
  - a. Signed Affirmative Action Data Form.
  - b. Applicant Notification & Disclosure Statement (Background Check).
  - c. Department of Retirement Systems Retirement Status Form.
  - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.  
**Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact Jessica Miller in the Human Resources Office at (509) 542-4833. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4833.

## UNION CLAUSE

This is a bargaining unit position represented by the Association for Higher Education. Pursuant to a collective bargaining agreement, the successful applicant must become a member of the Association and pay required dues to the Association no later than the tenth (10<sup>th</sup>) calendar day of beginning employment with the College.

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