

# BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059  
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## Job Description: Chair, Bible/Theology Program

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**DATE OF LAST REVIEW: March 20, 2023**  
**EFFECTIVE:**

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**Job Title:** Chair, Bible/Theology Program

**Job Description:** The Bible/Theology program (department) chair is a faculty position tasked with leading the program in all aspects (teaching, curriculum design, faculty oversight, student advising, marketing/recruiting) through data-driven assessment and decision-making. The chair should seek to cast a dynamic vision for the program that can guide the Marketing/Recruiting departments, shape the curriculum, and inspire faculty and students. As the primary advisor for the Bible/Theology majors, the chair should be student-focused, seeking to help students thrive in a Christian educational environment.

**Supervisor:** The Bible/Theology chair reports directly to the Vice President for Academic Services.

**Status:** Full-Time (4/4 teaching, plus advising/chair responsibilities).

**Responsibilities:** Provide leadership in articulating the vision, and mission of Barclay College within the department. Direct the development and implementation of departmental goals, development and vision. Be able to communicate these goals and vision to the academic community and beyond. Assist the college in the process of administration, building a strong, capable academic faculty within the department. Adhere to institutional policies and procedures.

Lead the department organization including, but not limited to, the following specific elements:

- Schedule and conduct program meetings.
- Be a resource for program faculty.
- Participate with the administration in the recruiting, selection, and recommendation of faculty for hiring within the program, including adjunct faculty.
- Oversee faculty teaching assignments and report these to the administration.
- Manage the creative tensions within the program.
- Oversee the program curriculum.
- Oversee scheduling of courses and program sequence.
- Review and provide counsel on program course syllabi and textbook selection.
- Represent the program to the faculty during faculty meetings.
- Initiate and conduct program and program reviews.
- Serve as advisor to program majors.
- Evaluate program's needs.
- Submit annual budget for the program.
- Provide for college and program accreditation processes.
- Coordinate job placement and/or graduate studies opportunities for students.
- Promote faculty professional development including achieving terminal degrees.
- Other duties as outlined in the general faculty job description, or as required by the Vice President for Academic Services.

## Faculty Job Description

### Description

Provide expertise, instructional services, and leadership for the college's academic program by teaching students in assigned courses and serving in other faculty-related roles on campus. Maintain control of the curriculum.

### Responsibilities

- Teach classes as assigned using a variety of appropriate methods to appeal to various learning styles and retain student interest. Manage classroom behavior effectively. Integrate biblical principles with subjects taught. Follow syllabus and cover content required to meet stated outcomes.
- Teach approximately twelve (12) to fifteen (15) credit hours per semester or equivalent classroom hours as interpreted in the Faculty Handbook.
- Attend all class periods or arrange for a suitable substitute. Convene classes on time. Record student attendance.
- Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Employee* and *Faculty Handbooks*. Instruct students in proper classroom decorum, if necessary.
- Establish measurable outcomes for each course, determine means for evaluating whether outcomes are met, and design a course plan and schedule that will facilitate student learning and mastery of the course outcomes. Select textbooks that will significantly contribute to student learning. Publish a syllabus and course schedule for each class (see faculty handbook for specific elements to be included), and distribute to each student in the course, the Vice president for academics, and the library.
- Assign work appropriate to the class level so that the average student spends approximately two hours of study outside class for every hour in class to earn an average grade.
- Establish assignments, quizzes, tests, or other means of evaluating whether students are progressing, mastering the material, and meeting stated outcomes. Tests should require no longer than the scheduled class period to complete. Give comprehensive final exam during exam week. Check all written assignments for both form and content. Return corrected material promptly to students.
- Clearly explain the method of grading to students. Assign each student the grade he/she deserves, based on work received. Refrain from allowing students to do extra work or take a test to redeem a poor grade. Refrain from assigning incomplete grades unless clear extenuating circumstances warrant. Record grades in grade book provided by the College.
- Establish and maintain open office hours that number no fewer than 1/2 the number of teaching hours per week. Post office hours for students and provide a copy for the academic office. Be on campus no fewer than 2.5 times the number of teaching hours each week, to a maximum of 36 hours required.
- Publicly uphold campus policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.
- Attend all faculty meetings. If an absence is unavoidable, learn missed information.
- Serve on committees as assigned. Committee work is considered to have priority over other appointments. See Personnel Handbook for function and make-up of committees.
- Assist students with academic planning and performance. Evaluate on a regular basis the progress of students participating in the contracted field of study. Be

- prepared to offer personal counseling to students who voluntarily seek guidance.
- Attend chapel and other spiritually related activities. See Faculty Handbook for specific criteria.
  - Attend Baccalaureate and Commencement ceremonies. Full academic regalia is required.
  - Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.
  - Perform other duties as assigned by the Vice President for Academic Services.

## **General Responsibilities**

- Faculty members agree to abide by the terms of their contract with the college, with the expectations of the current faculty position description, with the provisions of this handbook, and with any and all other official college policy bearing on faculty, and to fulfill those obligations and commitments to the best of their ability.
- Faculty members shall model committed Christian living to the students and the rest of the campus community and the community-at-large.
- Faculty shall model committed and competent Christian scholarship by keeping abreast of contemporary developments in the academic world at large and in their particular teaching fields.
- They shall be diligent as Christian teachers with respect to both subject content and teaching methods and also be faithful in discharging such other duties as may be assigned to them.
- Faculty members shall honor the work of other members of the campus community by observing requirements for meeting attendance, paperwork, and other processes and procedures as shall be published in various handbooks or announced from time to time.
- Faculty members shall commit to the development of Christian community on the Barclay College campus by agreeing to communicate openly and pursue biblical, mutually edifying, and peaceful solutions and relief in the event of disagreement or conflict.
- Faculty members shall be responsible to the President through the Vice President for Academic Services.