



# WESTMONT

## Faculty Position Request Form

(Used for requesting a new faculty position or filling a vacant position)

Department: Chemistry

Submitted by: Michael Everest

Date: 1/29/2019

Nature of request:

This is a request for a new faculty position (addition) in the department.

This is a request to fill a vacancy.

Who is the faculty member leaving or retiring? Carrie Hill

Rationale: On a separate page, please briefly describe the curricular need for this faculty position, including benefit to the department if the position is filled and the negative impact if it is not.

Additional documents needed:

- (a) Please complete the table on the next page listing courses the person will teach and the enrollment in these courses for the past 3 years. Also, identify any new courses the department hopes to offer if this position is filled.
- (b) Position job description

Please submit materials to the Provost's Office.

**Faculty Position Supporting Documentation**  
Carrie Hill Courses Taught and Enrolments, Previous Three Years

| TERM  | COURSE     | TITLE                       | ENROLLMENT |
|-------|------------|-----------------------------|------------|
| 15/FA | CHM-005L-1 | General Chemistry I Lab     | 25         |
| 15/FA | CHM-005L-2 | General Chemistry I Lab     | 25         |
| 15/FA | CHM-005L-3 | General Chemistry I Lab     | 24         |
| 15/FA | CHM-005L-4 | General Chemistry I Lab     | 26         |
| 16/SP | CHM-006-2  | General Chemistry II w/ Lab | 35         |
| 16/SP | CHM-006L-1 | General Chemistry II Lab    | 26         |
| 16/SP | CHM-006L-4 | General Chemistry II Lab    | 26         |
| 16/FA | CHM-005-2  | General Chemistry I w/ Lab  | 51         |
| 16/FA | CHM-005L-1 | General Chemistry I Lab     | 25         |
| 16/FA | CHM-005L-2 | General Chemistry I Lab     | 26         |
| 17/SP | CHM-006-2  | General Chemistry II w/ Lab | 47         |
| 17/SP | CHM-006L-1 | General Chemistry II Lab    | 25         |
| 17/SP | CHM-006L-2 | General Chemistry II Lab    | 25         |
| 17/FA | CHM-005H-1 | Gen Chem I w/ Lab: Honors   | 11         |
| 17/FA | CHM-005L-2 | General Chemistry I Lab     | 27         |
| 17/FA | CHM-005L-5 | General Chemistry I Lab     | 25         |
| 18/SP | CHM-006H-1 | Gen Chem II w/ Lab: Honors  | 13         |
| 18/SP | CHM-006L-2 | General Chemistry II Lab    | 25         |
| 18/SP | CHM-006L-4 | General Chemistry II Lab    | 24         |

## Rationale

The Department of Chemistry requests a position to replace Carrie Hill as Instructor of Chemistry, Stockroom Manager, and Laboratory Safety Coordinator. This position is a full-time position with 6 load credit hours designated for non-teaching laboratory-related duties.

The teaching responsibilities for this position were originally exclusively General Chemistry Laboratory (CHM-005L and CHM-006L), but because of her expertise, Carrie has taught a wide range of lower division courses including General Chemistry and Organic Chemistry classes (not laboratory). These courses are the foundation of all of our degree tracks, meet requirements for tracks in other majors (biology, kinesiology), and also are required for several post-graduate programs such as medical school. Therefore, these courses have strong enrolment and are in high demand. We are open to hiring an individual who is qualified to teach only the labs or an individual who can provide more flexibility in teaching responsibilities.

Without this position, all the faculty in chemistry would be required to teach significant overloads. Moreover, we are aspiring to become approved by the American Chemical Society to grant certified degrees in chemistry. The ACS requires that faculty teach fewer than 15 contact hours per semester, it is difficult to imagine how we could comply with that limit without this position.

The six hours of non-teaching responsibilities are also important for our department. The responsibilities include: overseeing our chemical safety training, routinely testing our safety equipment (safety showers and eyewash stations), ordering chemicals, maintaining our chemical inventory system, managing the chemical waste disposal for several academic departments, etc. Carrie reports that the load assigned on paper ( $3/4$  teaching and  $1/4$  non-teaching) accurately reflects how she spends her time. Having these other duties included in a full-time instructor position has greatly enhanced our safety culture and facilitated our compliance with various regulations and fire code.

## Job Description

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**Position Title:** Lab Instructor and Stockroom Manager

**Qualifications:** A minimum of a Bachelor's degree in chemistry is required. A Master's degree is preferred. The candidate should have good organizational skills, as well good teaching and communication abilities. The candidate should be willing and able to easily learn systems of chemical inventory, storage, lab safety, instrument maintenance, and waste disposal.

**Position Summary:** The lab instructor and Stockroom Manager position is a full-time position that includes teaching the General Chemistry labs, supervising the chemical stockroom, maintaining an exhaustive chemical inventory system, and maintaining safety standards in the department.

**Responsibilities:**

- Teaching and preparing for four General Chemistry lab sections per week
- Supervising student employees related to preparing and teaching the General Chemistry labs
- Supervising student employees related to stockroom management and maintenance
- Managing and maintaining the chemical inventory via the inventory management system
- Ordering all chemicals and lab supplies for the chemistry department
- Receiving, entering, and storing all chemicals as they enter the building
- Tracking all chemicals from the time they enter the building to the time they are disposed of
- Managing and disposing of chemical waste for the chemistry department
- Providing occasional safety training and monitoring safety compliance in all labs
- Regularly inspecting safety equipment such as hoods, emergency showers, and eye wash stations
- Coordinating the maintenance and repair of departmental computers and instruments

**Reports to:** Chemistry Department Chair