



WESTMONT

Faculty Position Request Form

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

Department: Biology

Submitted by: Elizabeth A. Macvath

Date: March 1, 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? Bridget Quansbam;
left in summer 2018; Sec Academic year 2018-2019, a
non-faculty position, temporary, 1 year was in play

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.

Please see following pages

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.

Rationale: The Biology Department simply cannot run without someone to oversee all class laboratory preparation, supervise teaching and lab assistants, manage and track supply orders, and equipment repair and replacement needs and as well, teach some of the introductory lab sections that none of the other faculty have time or space in their loads to teach. If we do not have a person in this role, then we must “scramble” to find adjunct or part-time replacements, which is very difficult to do, given the nature of the labs, when they meet during the week, and the amount of pay that we can offer (meaning that part-time and adjunct faculty must work a full-time job elsewhere, and it is difficult for them to schedule our lab needs around their full-time work schedule). Even if we hire a full-time staff person, we still have the issue of no faculty to teach the introductory lab sections. That is one of the primary reasons why this position was made a faculty position some years ago. When Bridget Quanstrom left in the summer of 2018, we had no time to seek a full-time faculty person for the position, and considered ourselves very fortunate in finding and being able to hire Ellen Brudi to fill in, in a temporary, one-year role to oversee the running of labs. However, we still had to find an adjunct to teach the introductory biology laboratory sections, which we did, and a good one at that (again a stressful situation, that was blessed with a positive outcome). But we cannot continue to function in this mode indefinitely; we must find a permanent, faculty-level (Masters Degree) individual to replace Bridget, to not only oversee the running of our labs, prep room, student workers, etc. but be able to teach some of our course labs that cannot be covered by the other permanent, full-time faculty.

Faculty Position Supporting Documentation

Enrollment in course during the past 3 years

Dept/Cr Num.	Course Name	Acad. Yr. 16-17	Acad. Yr. 17-18	Acad. Yr. 18-19				
* BIO-005	Gen. Biology Lab I Secs. 1, 2 & 3	74	65	69				

*	Divided over Three Lab Sections		
	Each lab section will have		
	roughly 20-25 students, more		
	than that in any section		
	impacts space needs, equipment		
	usage, etc.		

WESTMONT COLLEGE

Lab Coordinator and Instructor

Biology Department

Position Summary: A non-tenure-track faculty position responsible for laboratory teaching and providing instructional and technical support for faculty members in the Biology Department

Qualifications:

- Committed to the mission of Westmont as a liberal arts college in the evangelical Christian tradition.
- Masters degree in biology or specialized biological science required and an additional 2 years or more of research, technical, or teaching experience desired
- Engaging presence in the classroom and committed to teaching excellence with an openness to learn and improve with feedback
- Proficient with PC and Macintosh OSs and MS Office.
- Desire and ability to serve the needs of others while maintaining focus on details and deadlines.
- Must have ability to multi-task with accuracy and reliability, plan, organize, and complete assignments without the need for close supervision
- Must be able to establish and maintain cordial relationships with staff, faculty, students, and the community.
- Must have a willingness to learn new procedures and programs & ability to work independently and be proactive

Responsibilities:

- Teaching lower-division General Biology labs with possible opportunity to teach upper-division labs in specialty
- Supporting other Biology faculty in lab instruction through preparing solutions, making arrangements for overnight field excursions, and setting up lab stations, computers, and equipment.
- Ordering reagents, maintaining appropriate inventory of general lab supplies, and researching and getting quotes for larger purchases.
- Maintaining laboratory equipment and computers, loading and updating software as needed.
- Hiring and supervising student workers and assisting other faculty in hiring TAs for labs
- Promoting and maintaining laboratory safety, including managing our hazardous waste collection
- Supporting Biology faculty and research students in research projects
- Running autoclave to sterilize laboratory equipment, solutions, and biohazardous waste
- Being a full participant in the life of the department (e.g. participating in departmental program review and assessment, attending weekly department meetings, participating in department chapels, representing the department at recruitment events)
- Participating in the life of the faculty (e.g. attending weekly faculty forum, attending monthly faculty meetings)

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with colleagues, faculty, students, and visitors by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: Department Chair