



**Opportunity Profile for  
Liberal Arts Faculty – Shanghai, China  
Non-Tenure Track**



*Deep learning. Growing faith. Real life.*



## **JOB POSTING**

### **Liberal Arts Faculty – Shanghai, China Non-Tenure Track**

**Geneva College** invites applications for a non-tenure track faculty position teaching U.S. history & culture, U.S. government, and English composition. This position begins September 2017 and will remain open until filled. Minority and female applicants are strongly encouraged to apply.

Following is a complete job description with required skills, abilities, education and experience; applicants meeting the minimum qualifications should submit the following information for consideration.

Please send the following materials for consideration:

1. A focused letter which addresses the candidate's interest in this position and the specific skills and qualifications related to this position; especially the candidate's fitness for teaching and integrating faith in the classroom.
2. A statement of faith ("This is what I believe") (1 page limit)
3. A statement of your faith journey and church involvement (1 page limit)
4. A statement which describes the integration of your field and Christian faith in light of the Foundational Concepts of Christian Education" (available at [www.geneva.edu/employment](http://www.geneva.edu/employment))
5. A vita;
6. Official undergraduate and graduate transcripts;
7. Three references;
8. A completed employment application (available at [www.geneva.edu/employment](http://www.geneva.edu/employment))

#### **SUBMIT MATERIALS TO:**

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Geneva College  
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Beaver Falls, PA 15010  
E-mail: [employment@geneva.edu](mailto:employment@geneva.edu)  
Fax: 724-847-6696**



# About Geneva College?

## OUR MISSION

*Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.*

Geneva College is a Christian liberal arts college in the reformed tradition located about 50 miles north of Pittsburgh. Founded in 1848 by the Reformed Presbyterian Church of North America, Geneva has majors in both liberal arts and pre-professional programs, and offers both undergraduate and graduate degrees. Geneva's faculty provide a challenging education that prepares students for careers, for further education, and for life. In all fields of study, students are challenged to explore the implications of the Christian faith on their discipline. Geneva has approximately 2,000 students enrolled in its various programs taught by its faculty of nearly 90 members. The college seeks to prepare students to serve Christ and the world in all areas of society, including work, family, and the church. Geneva is a founding member of the Council of Christian Colleges and Universities (CCCU).



*"Pro Christo Et Patria"*  
*(For Christ and Country)*

# The Position

## JOB SUMMARY

Geneva College invites applications for a non-tenure track faculty position teaching U.S. history & culture, U.S. government, and English composition beginning in September 2017 and will remain open until filled. All faculty ranks will be considered. Minority and female applicants are strongly encouraged to apply.

This individual will be one of two faculty members in residence at the College's program in Shanghai, China. Consideration will be given to candidates who have a strong interdisciplinary background, and who are interested in expanding their knowledge and ability to teach in the areas described above, and who are willing to live on campus. A strong record of excellence in teaching, particularly in lecture and discussion facilitation, as well as in teaching a diverse population of students, is expected. Applicants are expected to provide evidence of leadership and personal qualities that are applicable to fostering a positive learning environment and sustained interaction with non-American traditional undergraduate students.

## RESPONSIBILITIES

Selected candidates will be expected to fulfill the following:

- Live full-time in Shanghai, China site (10 months each year)
- Teach 12 credit hours per semester
- Advise Chinese students for their transition to an academic program in the U.S.
- Assist in the leadership of extracurricular activities
- Assist in planning and overseeing all aspects of the academic program in cooperation with the Director of Crossroads: Geneva's Center for Enriched Learning, appropriate faculty oversight committees, College administrators, a second Geneva College faculty member in China, and New Channel, the College's academic partner in China
- Adequately prepare all course materials and lessons (Note: preparation time will vary based on instructor experience in teaching a particular course)
- Provide each student with clear course expectations, evaluations, and timelines through carefully written topical outlines and approved, standardized syllabus
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Keep abreast of current developments in their disciplines through scholarly activity, continuously update course content, improve the method of instruction, and regularly evaluate the effectiveness of their instruction
- Suitably challenge, engage serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis
- Respond to student questions on a timely basis
- Ensure course and program learning outcomes are delivered as defined by the syllabus
- Work with the Director of Crossroads to review and alter the curriculum as needed
- Plan, lead, and participate in College-sponsored academic activities
- Participate actively in the community life of the Shanghai campus
- Together with the Director of Crossroads and a second resident faculty member, serve as a liaison for the Shanghai program and its participants with U.S.-based faculty, staff, administration, and other stakeholders as well as China-based constituents
- Model appreciation for Chinese culture
- Report directly to the Director of Crossroads and, ultimately, to the College's Academic Dean/Chief Academic Officer

## **PROGRAM DESCRIPTION**

The Shanghai Program is a new initiative offered in cooperation with New Channel International Education Group and is slated to commence in the Fall of 2017 at the Zizhu International Education Park. Each year beginning in the fall semester and continuing into the spring, a different group of students will rotate through the two-semester program in China before spending 10 weeks during the following summer on Geneva College's Beaver Falls campus. The students will then enroll at Geneva College or one of its partner institutions to complete their undergraduate degree.

The primary goal of the program is to offer a pathway program that will prepare Chinese students for successful entry into a four-year undergraduate degree program at Geneva College or one of its partner institutions in the United States.

Benefits include housing and two round-trip airline tickets per year between the US and China each academic year.

## **PERSONAL QUALITIES**

### ***Christian Commitment***

The candidate must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. Faculty members are expected to be in agreement with the principles established by the "Foundational Concepts of Christian Education," the "Statement of Commitment" found in the College Catalog, and with principles stated in the College charter and by-laws.

### **Education and Experience**

Candidates should possess a terminal degree in a humanities discipline or demonstrate that they can complete a terminal degree by the fall of 2017. Ph.D. candidates who are ABD will be considered if they can demonstrate that their Ph.D. work can be completed within one year of hiring. A strong record of excellence in teaching, particularly in lecture and discussion facilitation and work with non-American students, is expected. Applicants are also expected to provide evidence of leadership and personal qualities that are applicable to fostering a positive learning environment and sustained interaction with undergraduate students.

### **Work Environment**

Faculty will work in an international educational setting in a new, modern facility shared by other international programs. Teaching is at the undergraduate level with Chinese students transitioning to an undergraduate program in the U.S.

# Responsibilities of the Faculty @ Geneva College

Geneva College is founded upon a Biblical view of life and the world as expressed in evangelical and reformed theology and set forth in "Foundational Concepts of Christian Education" It is committed consciously and wholeheartedly to offering Christian higher education designed for the whole life of the whole person. Consequently, faculty should strive to:

- ❖ Demonstrate Christian living and obedience in personal growth, in the interactions of College life, and in dedication to Christian calling and service;
- ❖ Seek an understanding and articulation of how the Word of God directs the search for truth;
- ❖ Pursue excellence in their work;
- ❖ Show concern for those under their care and instruction;
- ❖ Value the contributions of all members of the College community and support one another in various tasks; and
- ❖ Be motivated by a vision that the College was founded upon the providential mercy of God, and that their primary purpose is to serve Him within the world-wide company of Christian believers and in the geographical area where God has placed the College.



Along with a commitment to the above statements from the College Catalog, all faculty members recognize certain concomitant responsibilities to their students, to their colleagues, and to the College and broader community.

## **To students faculty members will strive to**

Demonstrate how course content can be viewed or interpreted from a Christian perspective.

Keep abreast of current developments in their disciplines, continuously update course content, improve the method of instruction, and regularly evaluate the effectiveness of their instruction.

Maintain in their classrooms and elsewhere an intellectual and attitudinal environment in which students are stimulated to learn, to ask questions, and to explore alternative approaches to problems.

Respect students as persons, being concerned about their progress, and be willing to hear their points of view without prejudice.

Be committed to promoting cultural diversity in curricular offerings and classroom activities which demonstrate an appreciation of all individuals consistent with the Christian character of the College.

Inform students at the beginning of each semester to the objectives of each course and organize the method of instruction and time allocation so as to meet those objectives.

Provide a syllabus to students early in each course concerning course requirements, such as examinations, papers, grading policies, disability accommodations, academic integrity, and attendance. Examinations and papers, which are used for determining a course grade, should be available to students for inspection and discussion. Students' grades should be based on recognized academic standards.

Hold classes and examinations as scheduled and, in the event of necessary absence, inform students in advance of changes in schedule and making suitable alternative arrangements.

Be readily available to students for individual conferences relating to coursework or other matters of concern and interest to students. Faculty should post a schedule indicating times when they will be available for consultation.

Understand the curriculum adequately to provide accurate advising to students.



**To their colleagues, faculty members have a responsibility to**

Comply with policies and procedures established by the faculty.

Respect the rights of free inquiry and expression of opinion by their colleagues in accordance with the College's statement on academic freedom.

Acknowledge in their own publications the contributions which colleagues have made to research and other endeavors.

Evaluate or comment fairly and objectively on the work of colleagues when peer evaluation is required for the purposes of promotion, curriculum assessment, and the like.

**To the College faculty members have a responsibility to**

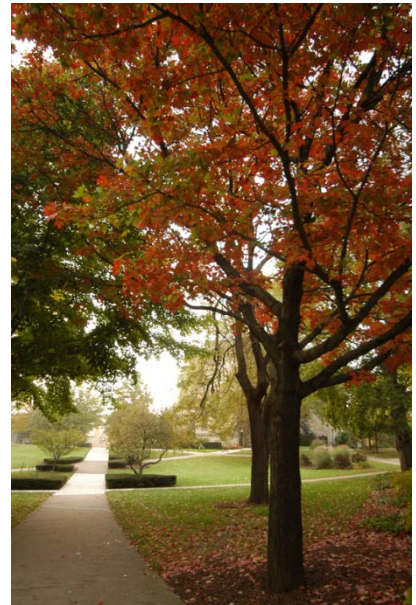
Participate in the committee work and other channels of self-governance on departmental or college levels.

Observe the regulations of the College which are designed to promote freedom for teaching and research, and participate through orderly means in seeking modification in these regulations when they are considered inappropriate.

Indicate when they are speaking as private persons that they are not speaking for or representing the College.

Participate in faculty meetings, workshops, and the College's faculty development program.

Faculty members are encouraged to participate in endeavors for improvement of the spiritual, economic, social and cultural life of the college community, especially when they have an expertise which may make their contribution particularly valuable and when such a contribution can be made without interfering with their primary obligations for teaching and scholarly endeavor.



**3200 College Avenue  
Beaver Falls, PA 15010**

**[www.geneva.edu](http://www.geneva.edu)**

**(724) 846-5100**

