



## POSITION DESCRIPTION

**JOB TITLE:** Mathematics Faculty member: Department of Mathematics,  
School of Management and Social Justice

**Supervisor:** Chair, Department of Mathematics.

**Job Location:** Longmeadow

**Exempt (Yes/No):** Yes

**Status:** Full-time, 9-months with faculty rank open.

---

---

### **JOB SUMMARY:**

Bay Path College seeks candidates for a full-time faculty position in our mathematics area with the experience, enthusiasm and knowledge to lead the ongoing development, improvement and implementation of the programs in mathematics and especially with a focus on quantitative literacy across the curriculum.

Mathematics and quantitative courses at Bay Path serve all our programs and is a crucial and key component of the education that we offer. The College is very eager to refocus our mathematics and statistics courses on quantitative literacy and numeracy with a special effort to building these skills into numerous components of our entire curriculum. We are especially interested in an individual – regardless of academic preparation – who can help to lead this effort. Use of technology and personal productivity software such as Excel in the classroom and across the curriculum are a definite plus for the right candidate.

Ideally candidates will teach in the College's traditional undergraduate programs and in our graduate programs. A Ph.D. in mathematics or statistics from an accredited institution is preferred. Outstanding candidates with other qualifications will be considered. Successful experience teaching mathematics, statistics and related courses at the undergraduate and graduate levels, is preferred.

Commitment to entrepreneurial thinking and practice is essential, as well as a desire to mentor students to achieve their goals. Program development in quantitative reasoning/literacy, as well as building a dynamic mathematics curriculum, will be key elements for this position.

### **Why Bay Path, the School of Management and Social Justice, and Why Now:**

Bay Path College has been one of the four fastest growing colleges in New England over the past decade and the only women's college in this category. Under the dynamic leadership of President Carol Leary and our new Provost Melissa Morriss-Olson, the

college was recently reorganized into four Schools. The School of Management and Social Justice (SMSJ) was formed as part of this process, and a new dean hired for August 2011.

An all new School organizational structure has been put into place, and a strategic plan was generated and adopted. A professional Advisory Council has been recruited, engaged and charged, and a high profile College-wide marketing plan was implemented. There is a sense of optimism, energy and engagement on our campus with all faculty and staff dedicated to making the SMSJ a high quality school of choice for women. Our mission is to provide a state of the art theory to practice education that is attentive to the triple bottom line of: people, profit and planet. To this end the School is searching for five new faculty members to join this dynamic team of committed educators to help us shape and move the SMSJ into the forefront of practical and responsible management education.

We believe that quantitative reasoning throughout the curriculum is a key element in a Bay Path education and a saving grace for leaders and managers and especially women, as we look to building the organizational and community leaders and of the 21<sup>st</sup> Century.

One of the key positions in the new SMSJ is this mathematics and quantitative literacy position. For the right individual this is an outstanding career opportunity to help shape and then drive to success our programs that include quantitative reasoning. Creativity, entrepreneurship, team work and a commitment to high quality management and quantitative education is being sought and will be rewarded

#### **ESSENTIAL JOB FUNCTIONS:**

- Teach a minimum of eight (8) courses annually to include undergraduate and select graduate courses offered by the School.
- Support undergraduate and graduate research activities.
- Advise students.
- Assist in curriculum development
- Maintain close contact to and engagement with the mathematics profession
- Remain active in research/scholarship
- Maintain scheduled on campus office hours according to College policy.
- Attend faculty, department and college meetings.
- Assist the admissions office with student recruitment by participating in Open Houses and other admissions events, calling and writing prospective students and other activities as requested.
- Maintain an active presence on the campus including attendance at major College events (e.g. Commencement, Academic Convocation) and student events.
- Participate in college committees as assigned.
- Stay current with best practices in teaching and learning.
- Understand the role of assessment in achieving specifically stated learning outcomes.

- Incorporate technology to enhance student learning.
- Understand and appreciate the College's mission, purpose and goals and the role of faculty in achieving those goals

**OTHER RESPONSIBILITIES:**

We are searching for an individual to provide high quality instruction to the undergraduate mathematics program, and one who can teach in our masters programs, especially the MBA. We are especially eager to attract an individual who is knowledgeable of and can help to implement across the curriculum features of quantitative literacy. This is an exciting time to be associated with Bay Path College and especially the School of Management and Social Justice as we are experiencing growth and creative program innovation.

- Successful experience with the use of technology, especially in blended courses, and the use of productivity software, especially EXCEL is highly desired.
- Leadership, problem solving, and excellent communication skills, the ability to entertain multiple perspectives and achieve consensus are essential to the success of the position.
- As all Bay Path programs are increasingly blended and/or partially on line the ability and cheerful willingness to engage in high quality on line instruction is needed.
- A commitment to an environment that excites students about the fields of mathematics, statistics and business management is desirable.
- A commitment to active learning strategies, mentoring students, and collaborative scholarship, as well as flexibility in teaching different types of students is desirable.
- Candidates with a strong commitment to women's education will be given preference. Women and minorities are encouraged to apply for this position.
- A sense of humor, a collegial attitude and the ability for continuous personal and professional development.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to stand, walk and/or sit and continuously perform essential job functions.
- Ability to grasp, lift and/or carry or otherwise move lightweight objects.
- Ability to walk up and down stairs and walking significant distances between and within college buildings.
- Occasionally perform tasks requiring bending, stooping, and kneeling.
- Sufficient manual dexterity in both hands to drive vehicle extended distances, and operate variety of office related equipment including; computer, telephone, copier, fax, calculator, and the like.
- Visual ability corrected, to assure accuracy of all documents produced or disseminated from this position.
- Audio ability corrected, to hear telephone, fax and any emergency related alarms such as fire alarm.

This position requires standing, sitting and walking; minimal pulling, pushing, lifting, stretching, kneeling, and lifting up to 20 lbs.

**QUALIFICATION REQUIREMENTS:**

The preferred candidate will have a Ph.D. in mathematics or a suitably related field, from an accredited institution, such that they could accomplish our desired quantitative literacy outcomes: professional experience is preferred. Extensive experience in undergraduate education and a record of excellence in teaching a diverse student population is preferred. Appointment will be at the rank of assistant or associate professor or full professor; qualified candidates who are ABD may apply with the initial appointment at the rank of Assistant Professor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date