



Teaching Faculty

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Academics
Faculty/Staff/Management:	Faculty
Load/Term:	TBD (full-time is 24 credits/year)

Job Purpose

The mission of Columbia Bible College is “to equip people for a life of discipleship, ministry, and leadership in service to the church and community.” Teaching faculty are key contributors to this mission, not only through their formal instruction, but also by the total life they live. The role of a member of the faculty is to contribute to the fulfillment of the mission of the College in support of the ministry and theology of Mennonite Church BC and the BC Conference of Mennonite Brethren churches.

Duties and Responsibilities

A. Teaching

- Teaching Faculty teach up to 24 credit hours per year with a maximum of 12 credit hours in any given semester (Fall, Winter, or Spring). Teaching load is dependent on the full-time equivalency of the position as well as any additional arrangements made between the Academic Dean and the Faculty member.
- Teaching Faculty will maintain familiarity with new developments in their areas of teaching, pursue ongoing professional development, and revise courses in light of student responses, self-evaluation, and input from the Academic Dean.

B. Availability to Students

- At Columbia, “teaching” is not limited to in-class activities but is seen as holistic. As a result, Teaching Faculty are to be available to students and “pastoral” in their involvements both inside and outside of class.
- Teaching Faculty are to be available for student discipling/mentoring and academic counseling which means that faculty should maintain regular office hours and be present on campus on most days during the academic year.

C. Participation at Meetings

- Teaching Faculty are to be active and positive participants at Faculty Council, Team Meetings, Annual General Meetings, and graduation events. They are encouraged to be available for weekly chapels, student events, scholarship/awards night, and Faculty/Staff special events.

D. Internal Service

- Teaching Faculty are to be available to serve on a variety of staff or student committees or be given small administrative or special assignments based upon need and faculty ability/interest. These involvements would normally require less than two or three hours/week.

E. Extra Administrative Tasks

- If Teaching Faculty are asked to accept extraordinary administrative tasks (e.g., oversight of a program), this task will be weighted in terms of equivalent teaching credit hours and the faculty member's teaching hours will be reduced accordingly.

F. External Service

- Teaching Faculty are available on a limited basis during the academic year to build positive relations with the supporting constituency. This could involve one preaching/teaching event per semester and/or attendance at a meeting or conference for this purpose.

G. Expectations During the Spring Semester (May-June 15)

- Teaching Faculty during this time are to be preparing new courses or revising existing ones, participating in professional development, assisting the College in special reviews/projects, attending College meetings, and if possible serving as needed in ways that support the College's connections with the supporting constituency. Teaching Faculty will normally be present on campus the majority of days that the College is open during these weeks.

Qualifications

1. Education

- Columbia Faculty must have competence in their field of teaching and demonstrate the ability to think biblically and theologically about issues related to their field. In terms of educational background to produce this competence, all Faculty will hold at least a Masters degree in their field of instruction from an accredited institution. An earned doctorate is preferred. For Teaching Faculty whose discipline is outside of Bible/Theology, some post-secondary training in Bible/Theology is preferred.

2. Experience

- Columbia requires in-coming Teaching Faculty to have teaching competence preferably demonstrated by means of previous teaching experience at the post-secondary level.
- Columbia requires in-coming Teaching Faculty to have pastoral gifts in discipling/mentoring students preferably demonstrated by previous experience in some "pastoral" context.

3. Expectations

- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, and Responsibilities of Community Membership Statement
- Agreement to work within the policies of the CBC Faculty Handbook, including the evaluation processes.
- Have credentialing in the BCMB or MCBC denomination.
- Maintain membership in good standing in a local BCMB or MCBC church

Working Conditions

Classroom and office environment.

Physical Requirements

No excessive physical requirements.

Statement of Relationships

Teaching Faculty are appointed by the President upon the recommendation of the Search Committee and the Faculty Council.

Teaching Faculty report to and are responsible to the Academic Dean.