

Pacific Union College

Job Description

Position Title:	Professor of Biology (Assist., Assoc., or Full)	Exemption Status:	Exempt
EEO Classification:	3- Professionals	Job Code:	25-1042
Department:	Biology	Position ID:	30910PROF
Reports To:	School of Science Dean	Wage Scale:	Scale X, L, or C
Last Update:	5/21/2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

Conducts college or university courses for undergraduate or graduate students

ESSENTIAL FUNCTIONS

- Teaches biology within prescribed curriculum.
- Prepares and delivers lectures to students.
- Compiles bibliographies of specialized materials for outside reading assignments.
- Stimulates class discussions.
- Compiles, administers, and grades examinations, or assigns this work to others.
- Directs research of other teachers or graduate students working for advanced academic degrees.
- Conducts research in particular field of knowledge and publishes findings in professional journals.
- Performs related duties such as advising students on academic and vocational curricula, and acting as advisers to student organizations.
- Serves on faculty committee providing professional consulting services to

government and industry.

EDUCATION

Biology or a related life science (e.g., Biochemistry, Microbiology, Genetics, Ecology)
Master's degree (M. A.) or equivalent (Specialized area of Biology preferred); or four to ten years related experience and/or training; or equivalent combination of education and experience.

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

Graduate Teaching Assistant (TA) roles
Lecturing undergraduate classes
Designing course materials
Lab techniques (e.g., PCR, microscopy, bioinformatics)
Data analysis and statistics
Scientific writing

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date