

## Template – Position Description for TT searches

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### Guideline notes:

The purpose of a position description is:

- to describe the job to candidates so that they can decide whether they can be successful, given the job duties, and to encourage them to apply
- to establish the qualifications that the search committee will use for selection
- to provide a strong foundation for the institution for regulatory purposes (ADA, FMLA, etc)

The job ad and position description complement each other. Both should be posted on the department website. The job ad describes the kind of person the department is looking for, whereas the position description describes the job with its components and expectations. The job ad can mirror the position description to a greater or lesser degree (the qualifications must always match), but contrary to our past practice, a position description is not the job ad.

A position description describes a job, not a person. At a minimum, it should include:

- a position summary (what is the purpose of this job in the organization)
- the essential job tasks (this does not mean an exhaustive list, but those things which take up the most time, or are most impactful for success on the job)
- a listing of the education, experience, knowledge, skills, and personal abilities required to fulfill the role successfully.
- A description of the university and/or department

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### Department of Hospitality and Tourism Management College of Business San Francisco State University

**Position title:** Assistant Professor position in Hospitality and Tourism Management

**Start date:** August, 2017

**Salary:** Commensurate with qualifications and experience. The CSU provides generous health, retirement and other benefits.

### **Position Summary:**

The position is in the department of Hospitality and Tourism Management at San Francisco State University. SF State is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students. The University seeks to promote appreciation of scholarship, freedom and, human diversity through excellence in instruction and

intellectual accomplishment. The Department of Hospitality & Tourism Management enrolls 550-600 students annually. The Bachelor of Science in Hospitality & Tourism Management offers emphasis areas in hotel operations management; restaurant and catering management; conventions, meeting and event management; and international tourism management. The department has recently started an MBA-HTM emphasis.

This program is located in the AACSB-accredited College of Business. Faculty in the College of Business are expected to excel as teachers as well as conduct research and publish results in leading academic hospitality management and/or business journals.

The position brings to the department an emphasis, depending on the candidate's area(s) of specialty, on at least one of the following: food and beverage operations, services operations management, or convention services management.

The position includes a full-time faculty workload per the Collective Bargaining Agreement between the California State University and the California Faculty Association. The workload primarily includes teaching assigned undergraduate and graduate courses in hospitality and tourism management and conducting an active ongoing scholarship program which advances knowledge in the field of one's specialty.

The teaching assignments will potentially be in services operations management, food and beverage management, or convention services management, depending upon the faculty member's specialty area.

The scholarship may address a range of topics in the areas of hospitality and tourism management in addition to business administration.

Additional responsibilities include, but are not limited to, productive participation on departmental, college, and university-wide committees; mentoring and advising graduate and undergraduate students; holding regular office hours; curriculum development and improvement, particularly with regard to student learning outcomes; and remaining current in both subject area and teaching methodologies.

### **Essential Job Tasks:**

Prepare course materials such as syllabi, lecture and discussion materials, readings and assignments, assessments, and learning resources;

Prepare and deliver effective lectures to undergraduate and graduate students on topics such as food and beverage operations, or services operations management, or convention services management.

Initiate, moderate, and facilitate classroom discussions;

Evaluate and grade students' class work, assignments, papers, etc. in a timely manner;

Compile, administer, and grade examinations or other learning assessments;

Maintain student grades and other required records or reporting materials;

Conduct research in one's field of interest and present findings in peer-reviewed hospitality and tourism management and/or business journals, books, or professional conferences  
Stay current on developments in the discipline by reading new literature, talking with colleagues, and participating in professional conferences;  
Plan, evaluate and revise curricula, course content, course materials, and methods of instruction;  
Hold regularly-scheduled office hours for the purpose of advising and assisting students;  
Actively participate on assigned committees in accordance with department or College needs, and SF State's strategic vision;  
Actively participate in collegial interactions in fulfilling service assignments and other duties at the department, college, and university level.  
Additional duties as assigned.

**Minimum Education, Experience, Knowledge, Skills, and Personal Abilities:**

Terminal degree (Ph.D.) from an accredited university in: hospitality or closely related field required.  
Significant work experience in food and beverage operations, services operations management, or convention services management at a senior management level.  
Potential for (or demonstrated excellence in) teaching and research at the university level.  
1-2 years of undergraduate teaching experience with a large, diverse student body or in a multicultural setting is strongly preferred.  
Knowledge of principles and methods for curriculum design, instruction of individuals and groups, and the assessment of learning;  
Planning and organizing skills sufficient to ensure implementation of the assigned curriculum, job duties, and established expectations;  
Oral and written communication skills in the English language at a level that comprehends and conveys information to and from students, colleagues, and others in an effective manner;  
Awareness and engagement with critical concerns in the discipline and capacity to continue to produce original work in hospitality and/or business journals.  
Interpersonal orientation that encourages productive interactions with students, colleagues, and other campus stakeholders and promotes collegiality in department, college and university contexts.