Job Posting

Biology Instructor (Non-Tenured)

Date Posted: July 9, 2013
End Date: July 26, 2013

Cisco College is accepting resume packages for the position of Biology Instructor (non-tenured). A minimum education requirement for this position is a Master’s Degree in Biology with teaching experience. (Please scroll down to review the complete job description.) The position will be required to teach at a variety of locations, and teaching a varied schedule of day and evening courses may also be required. However, the position will be based in Abilene. It is a 9-month contract position plus benefits. Salary: $24,600

Please note: A complete resume package must include a cover letter, completed Cisco College Application, resume, philosophy of education, and unofficial copies of transcript(s). Please ensure all required documents are included with your submission. Incomplete resume packages will be returned unprocessed. Thank you!

Resume packages may be submitted (via email, fax, or USPS, but email is preferred) to:

Pam Page  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Faculty Job Description

Job Title: Instructor of Biology (Non-Tenure Track)

Reports to: Division Chair

Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College students in Abilene and in Cisco. This individual’s responsibilities will include teaching a variety of courses in Biology. Teaching courses over a distance education medium, such as Interactive TV, Internet or Videotape, and teaching a varied schedule of day and evening courses are also possibilities.

This is a non-tenure track position. An individual who applies for and is hired for this position is not precluded from applying for a tenure track position should one become open. If an individual who already has tenure with Cisco College applies for and is hired for this position, that individual will retain his or her tenure.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the Teaching and Learning Council’s guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to supervisor.
4. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.
5. Support the mission of the College by attending division meetings, semester kick-off meetings and submitting all required paper work in a timely manner.
6. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish goals and evaluate performance.
7. Participate actively in the College’s Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.

8. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.

9. Communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.

10. Represent the College in a professional manner to all constituencies and the general public.

11. Perform other related duties as assigned by the Division Chair and College Administration.

**Minimum Qualifications**

1. Master’s Degree and 18 graduate hours in Biology.
2. Effective verbal and written communication skills.

**Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.