



*Job Posting*

**Adjunct Developmental Instructors**

Cisco College is accepting applications to increase its pool of part-time developmental instructors. *Possible* part-time teaching opportunities *may* exist in future semesters for the following academic disciplines:

**Developmental Math**

Requirements: Cisco College can only accept resume packages from applicants with a Bachelor's Degree in Math (required); Master's Degree in Math or Master's Degree with a minimum of 18 graduate hours in Math (preferred).

**Developmental English**

Requirements: Cisco College can only accept resume packages from applicants with a Master's Degree in English. Instructors must be qualified to teach both developmental courses and academic disciplines, as needed. Our credentialing agency requires that an individual have 18 graduate hours in the discipline they will be instructing.

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Salary: \$550 per credit hour

Please submit letter of application, current resume/CV, *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), Philosophy of Education, and unofficial copies of transcripts.

*Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed. Resume packages are received via email, USPS, and fax, but email is preferred.*

Resume packages should be submitted to:

Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## FACULTY JOB DESCRIPTION (ADJUNCT)

**Job Title:** Adjunct Instructor

**Reports to:** Division Chair

**Updated:** 9-26-2014

### Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College. Responsibilities include teaching a variety of courses in\_\_\_\_\_. Teaching courses through various mediums, teaching at various locations and teaching a varied schedule of day and evening courses are also possibilities.

All 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 College'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. Support the overall college mission and submit all required paper work to appropriate areas in a timely and efficient manner.
4. Be available to meet with students as needed.
5. 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.
6. Complete designated elements of the Faculty Evaluation Plan including such as student evaluations of courses and instruction
7. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
8. Communicate clearly and effectively using the college network system, including email, word processing, and the Campus Connect / FAS Module.
9. Represent the College in a professional manner to all constituencies and the general public.

### Minimum Qualifications

1. Credentials appropriate to the specific Academic Transfer, Developmental or Career and Technical Education position.
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.