



CISCO COLLEGE

Job Posting

Adjunct Instructor

Cisco College receives resume packages to maintain a pool of qualified, part-time instructors. *Possible* part-time teaching opportunities *may exist* in future semesters for the following academic disciplines:

Accounting	English
Art	Geology
Astronomy	Government
Business Computer Information Systems	History
Biology	Mathematics
Business	Management
Chemistry	Physics
Economics	Sociology
Education	Spanish
	Speech

The positions require a Master's Degree and a minimum of 18 graduate hours in the discipline to be instructed.

Salary: \$550 per credit hour

Please submit a complete resume package, which includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu) Curriculum Vitae (CV) or resume, Philosophy of Education document, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

Complete resume packages may 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

Cisco College is an Equal Opportunity Employer

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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.