

**Job Posting  
Biology Professor**

**Date Posted:** 8/1/2023

**End Date:** Until filled

Cisco College is accepting resume packages for a tenure-track Biology Professor. Minimum requirements for the position are a Master's Degree and 18 graduate hours in Biology and distance education experience. Preferred qualifications are a Master's Degree in Biology and experience developing and delivering online courses and labs. College-level teaching experience is also preferred. The position may require teaching biology courses at both Cisco College locations. A varied schedule of distance education, day, and evening courses may be required.

This is a 9-month contract position with benefits beginning the Fall 2023 semester.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

***Please note:** A complete resume package must include a cover letter, completed Cisco College Application, CV or resume, philosophy of education, and unofficial copies of transcript(s). Official transcripts must be provided to Human Resources Director upon hiring. Please ensure all required documents are included with your submission. Thank you!*

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

**Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights Cisco, Texas 76437  
Office: 254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)**

**Cisco College is an Equal Opportunity Employer**

# Cisco College

## FACULTY JOB DESCRIPTION (PROFESSOR)

**Job Title:** Professor of Biology

**Reports to:** Division Chair

### **Job Summary**

The primary responsibility of this individual is to provide quality instruction to Cisco College students. This individual's responsibilities will include teaching a variety of courses in Biology including distance education formats. Teaching courses in various formats, teaching at a variety of locations and teaching a varied schedule of day and evening courses may also be required.

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. Faculty will exhibit a dedication to teaching and student success. 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.
2. Adhere to all division policies requiring including rigor, course content, assessment, and technology requirements.
3. Follow the College's and division guidelines for course syllabi and state clear learning objectives and assessment criteria. Post syllabi as required prior to first day of semester. Assess student learning and consistently provide regular and substantive feedback to students for improvement.
4. 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.
5. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Utilize various methods of course delivery to provide quality learning opportunities for students.
6. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner.
7. Participates in academic advising, orientation, registration, and promotion of pathway activities with a positive attitude toward helping students. Be knowledgeable of current science pathways and career opportunities.
8. Assist the Chair with divisional duties including but not limited to: scheduling, program planning, and curriculum and catalog development.
9. 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.

10. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning Programs in order to continuously improve the learning environment for Cisco College students.
11. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
12. Communicate clearly and effectively using the college network system, including e-mail, word processing, the Campus Connect / FAS Module, and the learning management system, Canvas.
13. Represent the College in a professional manner to all constituencies and the general public.
14. 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.
3. Demonstrated teaching ability in distance education formats.
4. Learning Management System experience.

### **Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Master's Degree in Biology and 18 graduate hours in a related discipline.
3. Experience with Canvas and/or distance education training.
4. Active participation in relevant professional activities and organizations.