



Job Posting
Professor of English

Date Posted: May 2024
End Date: Until Filled

Cisco College is accepting resume packages for a tenure-track Professor of English. This position is based on the Abilene Campus. Minimum requirements for the position are a Master's Degree and 18 graduate hours in English; however, a Master's Degree in English, community college teaching experience, and online teaching experience are preferred. The position may include the following duties: composition courses, literature courses, dual credit courses, 8-week courses, ITV courses, online courses, Abilene campus courses, and committee assignments. A varied schedule of day and evening courses may be required. This is a 9-month contract position with benefits beginning the Fall 2024 semester. Resume packages may be submitted via email, fax, or USPS, but email is preferred.

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!

Please submit resume packages to:

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

Cisco College is an Equal Opportunity Employer

Cisco College

Job Description

Job Title: Professor of English (Abilene Campus)
Reports to: Division Chair
Last Updated: May 2024

Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College students on the Abilene Campus. This individual's responsibilities will include teaching a variety of courses in English. Teaching a blend of hybrid, remote, online, and face-to-face courses; teaching at a variety of locations, such as the Cisco Campus and/or a dual credit high school campus; 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 to the success of their students. Additionally, faculty should demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, 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 positive learning experiences.
2. Follow the department guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement and success
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 theory by participating in professional development. Utilize various methods of course delivery to provide quality-learning opportunities for students.
5. 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.
6. Participate in academic advising and registration with a positive attitude toward helping students on their pathway. Be aware of current advising policies.
7. Assist the Chair with divisional duties including but not limited to scheduling, program planning, and curriculum and catalog development.
8. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish professional goals and evaluate performance.

9. 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.
10. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
11. Communicate clearly and effectively using the college network system, including e-mail, word processing, the Campus Connect / FAS Module, and Canvas.
12. Represent the College in a professional manner to all constituencies as well as with the community.
13. Perform other related duties as assigned by the Division Chair and College Administration.

Minimum Qualifications

1. Master's Degree and a minimum of 18 graduate hours in English.
2. Effective verbal and written communication skills.

Preferred Additional Qualifications

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