

**Job Posting:**

Date Posted:

Posting End Date:

Projected Start Date:

Mathematics Professor

Sept 1, 2023

Until Filled

Fall 2024

Cisco College Mission & Purpose: The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

Cisco College Core Values: Cisco College facilitates **student success** by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on **excellence** in our programs, instruction, services, management, and learning environment.

Cisco College Guiding Principles: Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

Mathematics Professor Expectations: Expectations are that faculty members of Cisco College 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, collaborate, and work harmoniously with College personnel and the public. All Cisco College employees are to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Mathematics Faculty Team: The Mathematics Division at Cisco College includes faculty from the following teaching disciplines: Mathematics, Engineering, Physics, and Computer Science. All members of the Mathematics Division collaborate and communicate regularly to improve student success and assist in course planning and prerequisite preparation. Mathematics faculty report to the Mathematics Division Chair.

Mathematics Professor Responsibilities:

- Provide quality-learning experiences and maintain integrity of course standards and objectives.
- Adhere to all Division policies including rigor, course content, assessment, and technology requirements.
- Develop materials to engage all levels of mathematics courses and various modalities: synchronous, asynchronous, hybrid, dual credit, and traditional.
- Follow the Division guidelines for course syllabi and state clear learning objectives and assessment criteria. Post syllabi in the learning management system and submit prior to first day of the semester.
- Maintain five office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post office hours, clearly demonstrate availability, and submit hours as requested.
- Promote tutoring opportunities in the Math Center and online.
- Actively seek to stay current in the instructional discipline and in teaching theory by participating in professional development.

- Follow the Division policies for engaging the learning management system.
- 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.
- Participate in academic advising, orientation, registration, and promotion of pathway related activities. Be knowledgeable of current mathematics pathways and career opportunities.
- Assist the Division Chair with divisional duties including but not limited to scheduling, pathway planning, and curriculum and catalog development.
- Complete all elements of the Faculty Evaluation Plan and work with the Division Chair to establish professional goals.
- Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning for ongoing improvement in the learning environment for Cisco College students.
- Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
- Perform other related duties as assigned by the Division Chair and College Administration.

Essential Qualifications and Experience Required for the Mathematics Professor position

- Master's Degree and a minimum of 18 graduate hours in Mathematics. Master's Degree in Mathematics preferred. Additional graduate hours in STEM related coursework or career experience a plus.
- Effective verbal and written communication skills.
- Demonstrated teaching ability with college level teaching experience preferred.
- Enthusiasm for teaching and student success.

Posting and Application Details:

This position is based at the Abilene campus of Cisco College, but may require teaching at the Cisco or Abilene campus. This is a full-time, 9-month contract position.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$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.

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.

Resume packages should be submitted to:

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

Resume packages must include all of the following:

Cover letter
[Cisco College application](#)
 Resume or Curriculum Vita
 Teaching or Leadership Philosophy
 Unofficial college transcripts

Cisco College is an Equal Opportunity Employer