Job Posting
Mathematics Professor

Date Posted: October 4, 2021
End Date: Until Filled

Cisco College is accepting resume packages for a tenure-track Mathematics Professor. Minimum requirements for the position are a Master's Degree and 18 graduate hours in mathematics. Preferred qualifications are a Master's Degree in Mathematics, and 18 graduate hours in Engineering or Physics. Teaching experience is also preferred. The position may require teaching math courses at both Cisco College locations; Cisco and Abilene, Texas. A varied schedule of day and evening courses may also be required.

This is a 9-month contract position with benefits beginning the Fall 2022 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, fax, 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
Fax: 254-442-5100
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Mathematics Professor
Reports to: Mathematics Division Chair
Last Updated: October 2021

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 Mathematics. Teaching courses through various mediums, teaching at a variety of locations, including dual credit, and teaching a varied schedule of day and evening courses are all possibilities.

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 and 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 including rigor, course content, assessment, and technology requirements.
3. Follow the Division guidelines for course syllabi and state clear learning objectives and assessment criteria. Post syllabi in the learning management system and submit to the Division Chair prior to first day of the semester.
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 office hours, clearly demonstrate availability, and submit hours as requested.
5. Promote tutoring opportunities in the Math Center and online.
6. 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.
7. 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.
8. Participate in academic advising, orientation, registration, and promotion of pathway related activities. Be knowledgeable of current math pathways and career opportunities.

9. Assist the Chair with divisional duties including but not limited to scheduling, program planning, and curriculum and catalog development.

10. Complete all elements of the Faculty Evaluation Plan and work with the Division Chair to establish professional goals.

11. 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.

12. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.

13. 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.

14. Represent the college in a professional manner to all constituencies as well as with the community.

15. 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 Mathematics.

2. Effective verbal and written communication skills.

3. Demonstrated teaching ability.

**Preferred Additional Qualifications**

1. Teaching experience at the college level.

2. Master’s Degree in Mathematics and 18 graduate hours in a related discipline.

3. Active participation in relevant professional activities and organizations.