



Job Description

Job Title: Adjunct Instructor Chemistry/Biology		
Division/Department: College of Arts and Sciences	Location: Main Campus	
Reports to: Chairpersons, School of Math and Science	Position Number:	
Position Type: Full-time <input type="checkbox"/> X - Part-time <input checked="" type="checkbox"/> <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40
<p><b>POSITION SUMMARY:</b> The School of Math and Science at Mid-America Christian University seeks a part-time faculty member with a passion for teaching, a desire to join faculty and staff to teach undergraduate courses within the area of Chemistry and Biology, and with an interest in course curriculum development.</p>		
<p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide quality instruction and feedback for students in the area of Chemistry and Biology</li> <li>• Be available to provide support for student learning</li> <li>• Create, distribute, and follow a syllabus which is based on the master syllabus of the course, aligned to student outcomes of the program, and approved by the Chair of the School</li> <li>• Assess student performances of the outcomes of the program and provide data to the Chair of the School and Chief Assessment Officer</li> <li>• Communicate with the Chairs within the School of Math and Science on a regular basis</li> <li>• Maintain appropriate records</li> <li>• Respond to students, administrators, faculty, and staff in a timely manner</li> <li>• Support the mission and goals of the Biology Program and the University</li> </ul>		
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Must possess excellent communication, both oral and written, and organizational skills necessary to the position</li> <li>• Must possess excellent relationship skills to work effectively with individuals and groups.</li> <li>• Must be flexible in the days and times they are available to teach.</li> </ul>		
<p><b>EDUCATION and/or EXPERIENCE:</b> Prefer applicants with or pursuing a doctorate (Ph.D., Ed.D.) in appropriate field. Faculty must be experienced in and demonstrate strong teaching skills. Prefer applicant with practical experience in related field. Faculty members at MACU also serve as a spiritual mentor and are expected to possess an active and mature Christian faith and be involved in a local church. MACU seeks faculty who value advising students and wish to contribute fully to the life of the University.</p>		
<p><b>COMPUTER SKILLS:</b> Must have knowledge of Microsoft Office applications. D2L software preferred.</p>		
<p><b>PHYSICAL DEMANDS:</b> The physical demands are representative to those required for successful performance in this position.</p>		
<p><b>WORK ENVIRONMENT:</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p><b>Prepared By:</b> Harold Kihega, Ph.D. and Carol Fowlkes, Ph.D.</p> <p><b>Prepared Date:</b> 09/12/17</p>	<p><b>Approved By:</b></p> <p><b>Approved Date:</b></p>	