



## POSITION POSTING

May 5, 2017

**POSITION TITLE:** Adjunct Faculty (School of Education)  
**DIVISION:** Academic Affairs  
**DEPARTMENT:** Academic Affairs

### Job Description for School of Education: Adjunct Faculty

The School of Education at Martin University invites interested individuals who are enthusiastic about working with an educational community where faculty encourage students to achieve their highest intellectual and personal potential, to apply for adjunct faculty positions. Successful candidates will be involved in preparing students to become effective urban teachers.

#### Qualifications:

- Candidates must hold a minimum of a master's degree and an elementary teaching license (it does not need to be current). Candidates who are endorsed in Reading and ESL are highly sought after.
- Candidates must be comfortable using technology.

#### Description of Work:

Adjunct members of the faculty are professionals in their field of study, whose primary responsibility is fulfilling the institution's mission, vision, values, and policies with a primary goal of providing a quality education for all students attending the university. Adjunct faculty members are directly responsible to the department chair and have responsibilities through the administrative structure at their respective college and to the district. The relationship of the adjunct faculty member to the student is one of leader, teacher, and facilitator of learning. The cyclical nature of teaching and learning forms the basis of duties for the institution's adjunct faculty. To strive for continual improvement of student success, adjunct faculty members must plan an optimal learning environment; provide high quality instruction; assess themselves, their students, and their teaching techniques in order to increase effectiveness and remain focused on maintaining high standards while providing appropriate support for student needs.

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### Higher Level of Specificity as to Adjunct Responsibilities

#### Deliver instruction, manage classes and learning environments:

1. Maintain attendance records, submit grades on time, and provide constructive feedback as well as other relevant information to students throughout the semester. Create and maintain accurate syllabi that incorporate departmental, university, and instructor requirements.
2. Conduct classes punctually and in accordance with the prescribed meeting schedule.
3. Deliver effective instruction, ensuring program rigor and quality instruction.
4. Use technology appropriate to university policy and the nature and objectives of courses and programs and communicate clearly to students, expectations concerning the use of such technology.
5. Use a variety of techniques to assess student learning as applicable by academic discipline and specific course.
6. Integrate concrete, real-life situations into learning experiences as appropriate to encourage critical thinking, interdisciplinary skills, and teamwork.
7. Employ methods that develop student understanding of discipline-specific thinking, practices, and procedures, and, where applicable, interdisciplinary applications, to create academic literacy.

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8. Help students develop academic habits for college success and teaching success by reinforcing the student responsibility, organization and the professional expectations of the Dispositions Inventory.
9. Make students aware of and refer them to the appropriate student and academic support services available at the university.

#### **Assess student learning:**

1. Design course assessments that measure or demonstrate student growth, as needed.
2. Align assessment with student learning outcomes.

#### **Support learning through student engagement:**

1. Create a positive classroom atmosphere that encourage active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learners.
2. Be available to students before and after class, as appropriate.
3. Use technology to assist in communication with students.
4. Encourage a sense of community among students for learning both inside and outside the classroom.

This position is full-time, salaried, with competitive compensation and benefits package commensurate with qualifications and experience. Individuals interested in Adjunct Faculty openings are also invited to apply.

Positions are open until filled. Interested persons may apply by submitting a letter of application, resume/CV, and three references to:

Martin University  
Office of Human Resources  
2186 North Sherman Drive  
Indianapolis, IN 46218  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)