



**POSITION TITLE:** Adjunct Instructor–College Algebra

**SUPERVISOR:** Vice President of Academic Affairs

**DESCRIPTION:** Serve as a member of the instructional team to teach one or two sections of College Algebra in Spring 2023 (January 17–May 12).

**SCHEDULE:** Classes meet 2.5 hours/week. Days and times determined in consultation with instructor.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Prepare a syllabus that is aligned with the College’s mission and the program’s student learning objectives.
2. Post contact information and syllabus in Canvas (the college’s Learning Management System).
3. Select textbooks and other resources that students must acquire for use in the course. Post textbooks and syllabus in SONIS (the College’s Student Information System).
4. Communicate proactively with students throughout the semester regarding updates and changes to the course, especially when these differ from the information found in the syllabus.
5. Return graded and critiqued assignments to students throughout the semester in a timely manner.
6. Respond to student requests for information in relation to their performance and status in the course. Advise students on how to meet course outcomes, especially when they are facing challenges or obstacles. Accommodate requests for meetings to discuss these matters, whether by phone, video-teleconference, or in person.
7. Direct any student requesting adjustments to course requirements to the Director of Student Services when the request is due to a disability. Work with the Director of Student Services with any students who have submitted documentation requesting accommodations due to ADA disabilities.
8. Submit final grades in accordance with the procedures implemented by the Registrar’s Office.
9. Provide attendance data in accordance with the requirements of the Financial Aid Office.

**ADDITIONAL RESPONSIBILITIES:**

1. All faculty are responsible for advising the administration on all matters impacting the accomplishment of the College’s academic affairs. Adjunct faculty are invited to participate in faculty gatherings; however, only ranked faculty, along with the Director of Library Services, are entitled to a vote.
2. All faculty are expected to stay engaged with and contribute to the broader scholarly community.
3. All faculty members have basic responsibilities regarding the effective and efficient administration of the College.

**POSITION SPECIFICATIONS and KEY COMPETENCIES:**

1. At least 18 graduate hours in Mathematics. At the professional judgement of the VPAA, in consultation with the ranked faculty, individuals may be hired who possess other qualifications (e.g., appropriately related work experience in the field, professional licensure and certifications) in lieu of these academic credentials.
2. All faculty should be conversant with and respectful of the College's Articles of Faith. All faculty must have public and private life in accordance with and not contrary to the College's Articles of Faith, modelling the behavior and mature character expected of Criswell students.
3. As an employee of the College, faculty members are subject to the College's by-laws and policies, which may be found in their entirety on the College's website. Summarizations and extracts of these by-laws and policies, as well as other information and procedures pertinent to faculty employment, are published in the Faculty Handbook, Academic Catalog, and Employee Handbook.
4. Exhibit the proper attitudes and personal qualities consistent with the beliefs and values of Criswell College, which would include being reliable and dependable with a good record of attendance, punctuality, flexibility, and time management.

Please send your CV or resume to: [cgraham@criswell.edu](mailto:cgraham@criswell.edu)

Or call: Dr. Graham at 214.818.1390