



**ADJUNCT INSTRUCTOR POOL
(IN-PERSON OR ONLINE)
ACADEMIC AFFAIRS**

REPORT TO: AREA DEPARTMENT CHAIR
E CLASS: ADJUNCT – PART-TIME
EEO: PROFESSIONAL
FLSA: EXEMPT

PURPOSE:

Miles College is looking to hire adjunct instructors to teach various undergraduate courses in all academic areas. The Academic Affairs Divisions include Business and Accounting, Communications, Education, Humanities, Natural Science and Mathematics, and Social and Behavioral Sciences. Adjunct faculty positions are non-benefited positions. This posting will serve for multiple openings in person and online instruction. Applications for part-time and adjunct instructor positions are accepted continuously.

PREFERRED QUALIFICATIONS:

- Master's degree with 18 hours in the discipline; Ph.D. preferred.
- Previous teaching experience.
- Practical or real-world experience may be required for some courses
- Complete required training as assigned

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- On the first day of class, prepare and distribute the departmental syllabus, which informs students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information for each course assigned.
- Prepare, administer, and grade assignments and examinations on time to inform students about their progress and provide opportunities for students to succeed. Use multiple measures of assessment.
- Include opportunities for research and outside assignments when appropriate.
- Provide a safe environment for students and be responsible for the security of assigned equipment, materials, and classrooms.
- Encourage the use of support services by students. Collaborate with support services staff to ensure that appropriate information is being shared and discussed.
- Meet all assigned classes on time in the assigned rooms.
- Follow procedures related to the Registrar's Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, mid-semester progress reports, and the like. Distribute student evaluation forms and/or surveys on a timely basis.
- Follow the academic calendar and other policies and procedures adopted by the Board of Trustees.
- Use current technology to enhance the effectiveness of the student's experience.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit curriculum vitae, copies of unofficial transcripts, and contact information for at least three professional references to hr@@miles.edu.** *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.* Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).