



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 seeks qualified adjunct instructors to provide undergraduate instruction across multiple academic disciplines through in-person and online modalities within the Academic Affairs divisions of Business and Accounting, Communications, Education, Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences. Adjunct faculty must meet applicable SACSCOC faculty credential requirements and institutional standards. These are part-time, non-benefited positions, and this posting establishes a continuous pool of qualified candidates to fill instructional needs as they arise.

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 to provide opportunities that will allow 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 a resume, cover letter, and application 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 only receive a response if 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](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).