

UNIVERSITY OF DALLAS

Adjunct Instructor

Job Number: 2161UD

Constantin College and Braniff Graduate School of Liberal Arts

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD's Constantin College and/or Braniff Graduate School of Liberal Arts seek adjunct faculty to instruct assigned undergraduate and/or graduate level liberal arts courses. Liberal arts course areas/disciplines include those in **humanities, mathematics, natural sciences, and social sciences.**

PRIMARY RESPONSIBILITIES

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom discussion.
- Evaluate and grade student coursework.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise course content, course materials, and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Communicate with students to provide necessary guidance and assistance.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- Participate in meetings pertinent to faculty professional responsibilities.

MINIMUM REQUIREMENTS

- Master's degree with at least 18 graduate credit hours in teaching area (undergraduate-level courses).
- Earned doctorate degree in disciplinary field (graduate-level courses).
- Experience teaching liberal arts courses at the undergraduate and/or graduate levels.
- Excellent oral and written communication skills.
- Strong presentation skills and a clear focus on the discipline.
- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning.
- Ability to work well in a collaborative work environment.

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- Demonstrated commitment to providing a supportive and fair environment so that each student can flourish.
- Support for the Mission of the University of Dallas, <https://udallas.edu/about/mission.php>.

All applications should be submitted online at:

<https://udallas.wufoo.com/forms/faculty-application-for-employment/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.