

Adjunct Instructor of English

POSITION:	Adjunct Instructor of English
SUPERVISOR:	Dean for the School of Arts, Education, and Humanities
DEPARTMENT:	School of Arts, Education, and Humanities
LOCATION:	Seated/On-campus, located in Tiffin, OH
JOB TYPE:	Part-time

General Job Description:

Tiffin University is currently seeking to fill an Adjunct Instructor of English (primarily first-year composition and reading courses). The need for these positions is undetermined at this time and is dependent on operational needs, including enrollment and staffing. If a need arises, the department will select candidates from this posting. **Applications will be accepted into the pool on an ongoing basis. Applicants for adjunct positions will not be notified of their status unless they are contacted for a course assignment.**

Major Duties and Responsibilities:

- Teach seated classes as needed in Fall, Spring, and Summer semesters.
- Lead/participate in classroom discussions with students asynchronously.
- Instruct and supervise a diverse population of students in the classroom.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Ability or willingness to learn to manage a class.
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Grading and providing detailed feedback on all assignments (critical thinking assignments and discussion board) within 5 days of the assignment due date. This includes in-depth feedback specific to critical thinking and writing.
- Actively responding to student emails and requests within 24 hours.
- Engage with students through electronic communications.
- Employs positive and professional tone in all communications with students, staff, and faculty.
- Be a scholar in the area of English/Communication.
- Assist in efforts to recruit and retain students.
- Adhere to Tiffin University policies and procedures.

EXAMPLE COURSES:

- ENG141 Rhetoric & Introduction to Research Writing
- ENG142 Rhetoric and Academic Writing
- ENG090 Intro to College Reading and Writing
- ENG095 Foundations of College Writing

Qualifications for the Job:

Education

- Master's degree or higher with a major in the course content area.

Experience

- Evidence of competence in the area of instruction.
- Maintain expertise appropriate to teaching responsibilities.

Other

- As an adjunct, faculty will not be asked to teach every semester but will be asked to teach based on the schedule of courses and instructional strength, with student success.
- For online, Tiffin University courses are pre-built by subject matter experts (SMEs), and the adjunct faculty role is to assess and facilitate student progress through the course.
- For in-person, the instructor has more responsibility for planning the course's activities and syllabus.

The Tiffin University Story: Our Strong Sense of Community & Dedication to Each Student

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty, and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

A “New Kind of Institution”

Tiffin University represents a new kind of institution in the United States. Tiffin University has successfully transitioned from traditional seated students to a mixture of seated and online students, from across the country and around the world. Tiffin University provides a personal and practical education for motivated students who want real-world experience and results.

There are no “ivory towers” at Tiffin University. Almost all of our faculty have spent time working in the field and bring to the classroom real, first-hand knowledge about the subjects they're teaching. They also bring with them valuable, real-world connections to enable and empower our students to find the best internships and other experiences that will transform their future.

Our Main Campus & Our Academic Growth

The main campus in Tiffin is a beautiful 153-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online. The Bachelor of Business Administration and MBA programs are also offered at Bucharest, Romania. The American Institute of Applied Sciences in Switzerland (AUS) and TU have entered into a partnership, the Dual Degree Program (DDP), allowing AUS students to obtain a dual degree from both institutions.

From academic programs in commercial music to cybersecurity, exercise science, and management, TU offers more than 30 majors through on-campus and online learning that result in real advantages for our students.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or



local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



Tiffin University is an Equal Opportunity Employer