



Online Adjunct Professor of Economics/Mathematics (Undergraduate)

POSITION:	Online Adjunct Professor of Economics/Mathematics (Undergraduate)
SUPERVISOR:	Director of the Center for Online Learning
DEPARTMENT:	Center for Online Learning
LOCATION:	Remote
JOB TYPE:	Part-time
GRANT-FUNDED:	No
SOC Code:	25-1063

General Job Description for Online Adjunct Professor of Economics/Mathematics (Undergraduate)

Tiffin University is accepting resumes for potential openings as an Online Undergraduate Adjunct Professor for Economics or Mathematics. 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 post.

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 for Online Adjunct Professor of Economics/Mathematics (Undergraduate)

- Teach online classes as needed in the Fall, Spring, and Summer semesters.
- Lead/participate in online 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 class in an online learning modality.
- 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 five 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 a positive and professional tone in all communications with students, staff, and faculty.



- Be a scholar in the area of Economics or Mathematics
- Assist in efforts to recruit and retain students.
- Adhere to Tiffin University policies and procedures.

Example Courses:

- ECO221 Principles of Macroeconomics
- ECO222 Principles of Microeconomics
- MAT181 College Algebra
- MAT185 Quantitative Reasoning
- MAT273 Applied Statistics
- MAT287 Discrete Mathematics
- BIA273 Applied Business Statistics

For course description information, please refer to the Tiffin University Academic Bulletin:

https://www.tiffin.edu/wp-content/uploads/2026_27-Academic-Bulletin.pdf

Qualifications for the Online Adjunct Professor of Economics/Mathematics (Undergraduate):

Education:

- Master's degree or higher in course content area.
- 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 instructive strength with student success. Tiffin University courses are pre-built by subject matter experts (SMEs), and the adjunct faculty's role is to assess and facilitate student progress through the course.

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.



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