Online Graduate Adjunct Professor
Computer Science/Artificial Intelligence

POSITION: Online Graduate Adjunct Professor of Computer Science/Artificial Intelligence

SUPERVISOR: Dean for the School of Science, Technology, and Health

DEPARTMENT: School of Science, Technology, and Health

LOCATION: Fully Remote

JOB TYPE: Part-time

General Job Description:

Tiffin University is accepting resumes for potential openings as an Online Graduate Adjunct Professor of Computer Science/Artificial Intelligence. 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 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 online 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 Computer Science/Artificial Intelligence.

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- Assist in efforts to recruit and retain students.
- Adhere to Tiffin University policies and procedures.

EXAMPLE COURSES:
- CST505 Advanced Operating Systems Theory
- CST535 Programming Languages: Design and Concept
- CST560 Advanced Algorithm Design and Analysis
- CST620 Computer Architecture: Design Perspectives
- CST630 Network Engineering & Security
- CST640 Parallel Computing Essentials
- CST665 Ethics in Computing
- CST670 Global Perspectives in Computing
- AIT510 Advanced Artificial Intelligence
- AIT540 Data Mining
- AIT550 Advanced Machine Learning
- AIT560 Deep Learning
- AIT570 Natural Language Processing
- AIT580 Human Computer Vision
- AIT590 Big Data Analytics

For course description information, please refer to the Tiffin University Academic Bulletin:
https://www.tiffin.edu/wp-content/uploads/2025_26-Academic-Bulletin.pdf

Qualifications for the Job:
Education
- Ph.D. in course content area.
- Evidence of competence in the area of instruction.
- Maintain expertise appropriate to teaching responsibilities.

Experience

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.

Key Competencies:
Interdependence: *F*osters collaboration
Communication: Strong decision-making and communication skills
Accountability: Formulates effective and progressive strategies aligned with the University's mission and values

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| Respect: | Creates an engaging, collaborative work environment by bringing diverse people and ideas together. |
| Entrepreneurship: | Influences and Inspires |

Embracing Our Guiding Principles:

VISION STATEMENT – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

MISSION STATEMENT – The mission of Tiffin University is to *educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

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

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