



# WALLACE STATE HANCEVILLE

## *Vacancy Announcement*

**POSITION:** Adjunct Instructors (All teaching fields)

**MINIMUM QUALIFICATIONS:** Adjunct instructors must meet the following applicable credential criteria:

- For academic teaching fields (i.e., math, history, biology, etc.) you must have a Masters degree with eighteen (18) graduate semester hours from a regionally accredited institution in the teaching field.
- For technical teaching fields (i.e., drafting, computer numerical control, industrial electricity, etc.) you must have an Associate degree from a regionally accredited institution, a major in the assigned teaching area, and three years of successful full-time experience as a practitioner in the technical field.
- For occupational teaching fields (i.e., carpentry, auto body repair, automotive technology, welding, etc.) you must have an Associate degree or equivalent from a regionally accredited institution. Equivalency with at least sixty (60) semester hours in a planned program including an associate degree core), specialized coursework equivalent to the community college program, and a minimum of three (3) years of successful full-time experience as a practitioner in the occupational field for entry level placement (Level 0) or six (6) years of successful full time experience as a practitioner in the occupational field for advanced placement (Levels 1-4)
- Qualified to teach in a second teaching field **preferred**
- Possess valid and current certifications or licenses that may be required in teaching field (e.g., Nursing, Cosmetology, Electrical Technology, Accounting, Automotive Technology, etc.) **required**
- Demonstrate effective written communication skills **required**
- Teaching experience **preferred**
- Experience in developing/teaching courses via distance learning technology **preferred**

**RESPONSIBILITIES:** The duties and responsibilities of this position include the following:

- Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
- Facilitate student learning utilizing a variety of learning options to meet individual student needs
- Design each course and deliver each class to ensure an effective learning experience
- Develop, implement, and teach courses using distance learning or other instructional technologies (i.e., internet, etc.) as appropriate
- Submit to the immediate supervisor a course syllabus for each course taught every term
- Incorporate most current teaching techniques, subject area developments, and technology into the learning experience
- Provide classroom, laboratory and/or clinical instruction in accordance with approved course outlines
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning
- Participate in the planning of effective long-range and short term goals for the department and college

- Demonstrate effective interpersonal skills; both written and oral; and work ethic (i.e., preparation and punctuality)
- Assist the immediate supervisor with developing and managing a departmental budget in support of the Annual Plan
- Assist in advising students regarding degree/certificate plans and STARS articulation agreements as appropriate to program
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Use the computer effectively for word processing, instructional application, electronic communication, information and data management
- Deliver courses in alternative delivery times and methods using a variety of learning activities designed to appeal to differing learning styles
- Post and maintain regular office hours in accordance with policy
- Participate in faculty meetings and discussions about curriculum, teaching-learning techniques, teaching materials, and other instructional related activities
- Actively participate in division/college committees and campus activities
- Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank
- Perform other duties as assigned by the Department Head, Division Dean, or President

**SALARY:** Adjunct instructors are generally paid a flat rate of \$400 per credit hour taught when the class meets minimum enrollment requirements. Classes that do not meet minimum enrollment requirements may be compensated on a pro rata basis or cancelled at the discretion of the College. Selected classes may be compensated on an hourly basis based on contact hours rather than credit hours.

**APPLICATION DEADLINE:**

Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon enrollment and the instructional needs of the College.

**APPLICATION PROCEDURE:** A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of reference and three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered

**Return packets to: Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Telephone: 256-352-8295**

*Wallace State Community College is an equal opportunity employer. It is the official policy of The Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of The State Board of Education that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding.*