

# **Full-Time teaching faculty for college and School**

## **I. Full-time with package of salary offered**

### **A. RESPONSIBILITIES:**

#### **i. Teaching**

- Teach at least 24 hours per week including development of exam questions, and correction of student papers.
- Substitute classes when needed.
- Teach independent classes when needed.

#### **ii. Academic related work**

- Supervise research paper, thesis, or dissertation. Guide graduate students on MRP, thesis, dissertation, or preparation for comprehensive exam and exit exam.
- Part of research team.
- Help develop course outline and syllabi for each course within the college.
- Work with other faculty members to develop textbooks for the college.
- Monitor classes.
- Part of the exam committee.

#### **iii. Administrative work**

- Help college with routine administrative work, such as providing counsel to students, registration of students, and monitoring of student performance.
- Report to Vice Presidents and Deans on the number of student enrollment for each term, student no shows, and student taking a leave of absence during the term.
- Work with OSAA, as well as the office of administration to report to MoEYS, ACC, and other institutions when required.

#### **iv. Others**

- Represent the university by attending meetings in the community on an as needed basis.
- Attend university meetings and activities.
- Represent the university in appropriate manner.

## **II. Full-time Teaching Faculty with hourly offer**

### **A. RESPONSIBILITIES:**

- Guaranteed to have at least 18 teaching hours per week for regular term 1 and term 2, and 12 teaching hours per week for special term 3, including the development of exam questions, and correction of student papers.
- Help develop course outline and syllabi for each course within the college.
- Attend university meetings and activities.
- Represent the university by attending meetings in the community on an as needed basis.

- Represent the university in an appropriate manner.

## **B. QUALIFICATIONS:**

Must possess a Master's or PhD degree in a related field to the college, and have a minimum of 4 years teaching experience at the university level.

### **i. Knowledge**

- Structure of academic institutions.
- Textbook development and review

### **ii. Skills**

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

### **iii. Personal Attributes**

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics