



UNIVERSITY OF DALLAS

The Catholic University for Independent Thinkers

Employment Opportunity

Date Posted: June 10, 2016

JOB NUMBER: 2161UD

POSITION: Adjunct Faculty (P/T)

COLLEGE/SCHOOL: Constantin College of Liberal Arts

SUMMARY: The University of Dallas Constantin College of Liberal Arts seeks adjunct faculty to instruct assigned undergraduate and graduate level liberal arts courses. Liberal arts course areas/disciplines include those in **humanities, mathematics, natural sciences, and social sciences.**

RESPONSIBILITIES:

- Prepare and deliver lectures to undergraduate and/or graduate students.
- Invite, facilitate, and moderate classroom discussion.
- Evaluate and grade student coursework.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise course content, course materials, and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Communicate with students to provide necessary guidance and assistance.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- Participate in meetings pertinent to faculty professional responsibilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree with at least 18 graduate credit hours in teaching area (undergraduate-level courses)
- Earned doctorate degree in disciplinary field (graduate-level courses).
- Experience teaching liberal arts courses at the undergraduate and/or graduate levels.
- Excellent oral and written communication skills.
- Strong presentation skills and a clear focus on the discipline.
- Knowledge and practice of a variety of instructional methods and technology that ensure successful student learning.
- Ability to work well in a collaborative work environment.
- Demonstrated commitment to providing a supportive and fair environment so that each student can flourish.
- Support for the Mission of the University of Dallas, <http://udallas.edu/about/mission.php>.

COMPENSATION: Compensation will be based on experience and qualifications.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

**APPLICATION
PROCEDURES:**

All applications should be submitted online at:
<https://udallas.wufoo.com/forms/faculty-application-for-employment/>

Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu

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