



Bluefield State University

Job Vacancy Announcement

Adjunct Faculty

Bluefield State University is actively seeking Adjunct Faculty applicants for our Adjunct Pool to teach undergraduate level courses in disciplines listed below, by school. These are non-tenure track, temporary, non-benefits eligible positions accepted on a continuous basis that may be filled based on department need and the number of classes to be taught. Part-time faculty must be able to work collegially in a team environment. Employment is determined on a course to course, semester to semester basis. Qualified candidates with at least the minimum required qualifications (see below) are encouraged to apply.

AREAS OF INSTRUCTION:

The School of Education, Humanities, and Social Sciences:

Teacher Education, Criminal Justice, English Composition, Geography, History, Music, Political Science, Psychology, Sociology, and Spanish Send application materials via email to:

- Dr. Tamara Ferguson, Dean: tferguson@bluefieldstate.edu; or
- The dean's administrative assistant, Gail Rozzel: grozzel@bluefieldstate.edu.

The W. Paul Cole, Jr. School of Business:

Accountancy, Business Administration, Finance, Economics, Entrepreneurship, Management, Marketing

Send application materials via email to:

- Ms. Karen Grogan, Dean: kgrogan@bluefieldstate.edu; or
- The dean's administrative assistant, Shyrell Johnson: smjohnson@bluefieldstate.edu

School of Science, Technology, Engineering and Mathematics (STEM):

Computer Science, Engineering Management, Mathematics, Biology, Chemistry, Physics, Various Engineering Technology courses Send application materials via email to:

- Dr. Bill Bennett, Interim Dean: bbennett@bluefieldstate.edu, or
- The dean's administrative assistant, Carolyn Jamkhandi: cjamkhandi@bluefieldstate.edu.

School of Nursing and Allied Health:

Nursing and Radiologic Technology/Imaging Science courses Send application materials via email to:

- Dr. Angela Lambert, Dean: alambert@bluefieldstate.edu, or
- The dean's administrative assistant, Susan Shrader: sshrader@bluefieldstate.edu.

CORE ADJUNCT FACULTY RESPONSIBILITIES: Teaching assignments may include alternative delivery methods (such as hybrid or online instruction), day, evening, and weekend classes, and may be at multiple sites. Under the direct supervision of the Department Chair or Special Assistant to the Dean, each adjunct faculty member is responsible for satisfying the educational, administrative, and fiscal requirements inherent in his/her position, including:

- Ability to teach assigned course effectively.
- Ability to maintain professional ethics and confidentiality of students and staff.
- Ability to support and promote the mission, values, purposes, and strategic plan of the University.
- Ability to work in a culturally diverse and team environment.
- Ability to integrate subject area with other related curricula.
- Compiles, administers, evaluates and grades students' class work, laboratory work, assignments, tests, and papers fairly and consistently; and keep students informed about their progress through the prompt grading of papers and other work.
- Develops instructional material such as syllabi, homework assignments, and handouts.
- Maintains accurate student attendance records, grades, and other required records in compliance with federal FERPA regulations.
- Keeps abreast of developments in the field by reading current literature, and participating in professional conferences.
- Keep and submit all essential instructional records according to the University calendar including reporting grades and attendance.
- Notify Deans in case of absence from class. Work to find substitute to cover class when at all possible.
- Utilize Learning Management System (Moodle) to at least the minimum threshold as is indicated on course schedules (web-enhanced, hybrid, asynchronous instruction).
- Check myBSU and Bluefield State email and respond to inquiries in a timely manner.
- Attend university meetings as required.
- Participate in student assessment and relevant program assessment as directed by the Dean or Department Chair.

MINIMUM REQUIRED QUALIFICATIONS:

- 1. Master's Degree in the discipline area being taught; OR
2. Master's Degree and 18 graduate level (500 level or higher) credits in the discipline area being taught.
- Basic knowledge of technology use and classroom media. Computer literacy to include experience working with Microsoft Word, Excel, Outlook and One Drive.

PREFERRED QUALIFICATIONS:

- PhD in the discipline area being taught.
- Minimum two (2) years teaching experience in higher education or one (1) year teaching experience and three (3) years employment in the field.
- Experience using our learning management systems (Moodle).
- Quality Matters training.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Complete applications are to be submitted via email to the respective Dean or dean's administrative assistant and must include:

1. Letter of interest;
2. Resume/CV;
3. Statement of Teaching Philosophy
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of any selected candidate).

DATE POSTED: December 14, 2022

CLOSING DATE: THIS POSTING IS NOT A GUARANTEE OF AN OPEN POSITION. Applications for part-time faculty positions are accepted on a continuous basis and reviewed by the dean or department chair when openings become available. Future teaching assignments are on a term-by-term basis, which may include fall, spring and summer. Review of applications will be ongoing.

At the discretion of the hiring department, consideration of applications may be closed each semester once a sufficient number of qualified applications has been received.

An employment offer is contingent on completion of a satisfactory criminal background investigation.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities.

Bluefield State University does not provide H1B visa or employment sponsorship.