



JOB DESCRIPTION:

Adjunct Faculty Recruitment Pool (College of Arts & Sciences)

Position Summary: The adjunct faculty member will teach courses in the College of Arts & Sciences as determined by the college dean on a semester-to-semester basis.

The Dean of the College of Arts & Sciences is soliciting resumes for potential future openings for adjunct faculty in the following fields:

- Art
- Biology
- Chemistry
- Chinese
- Communication
- Earth Science
- English
- English as a Second Language
- Environmental Studies
- Exercise Physiology
- French
- Geography
- Health Sciences
- History
- Humanities
- Literature
- Mathematics
- Music
- Nutrition
- Physics
- Political Science
- Statistics
- Sustainability Studies
- Theatre

Accountability: This position reports to the Dean of the College of Arts & Sciences.

Qualifications:

- Master's degree or above required, 18 graduate hours must be in the teaching field
- Bachelor's degree in appropriate field will be considered for developmental courses
- Other professional experience may be considered for certain fields (e.g. studio art, music, etc.)

Essential Functions:

- A strong identification with and support of Ohio Valley University's goals and mission
- Meeting each class session as scheduled except in case of illness or emergency
- Notifying the College Dean in of illness or emergency, so classes can be notified
- Doing whatever possible to make up canceled or missed classes
- Beginning class on time and holding class for the scheduled period, neither keeping students overtime nor dismissing early, except in rare circumstances
- Taking attendance and reporting excessive absences to the Office of Student Success so that students who miss class may be contacted and assisted



- Distributing course policies in writing during the first week of classes, including course expectations (e.g. missed exams, late work, behavior), methods by which grades will be assigned (including a description of the assignments and their relative weight), and the attendance policy (including any impact on the student's grade).
- Acquainting students with expected student learning outcomes and course objectives, making sure the course content is consistent with the catalog description and student learning outcomes
- Informing students in writing of where, when, and how you may be reached
- Returning exams and assignments in a timely matter
- Avoiding any criticism of the University, its policies, or other faculty members in front of students
- Spending instructional time on matters related to the course
- Giving tests that are fair and cover the most important aspects of the unit and course as stated in your course objectives.
- Giving a final exam or appropriate assessment tool at the scheduled time at the end of the semester.
- Treating students with respect, avoiding ridicule, abuse, or misuse of any student or group of students.
- Meeting all deadlines set by administrative offices.
- Contributing to the instructional climate by leaving the classroom clean and straight.
- Being fully prepared for class and teaching in a competent, professional manner.
- Submitting copies of all gradebook records to your College Dean as soon as grades are submitted.
- Using the official OVU email for all University business and checking for messages often
- In accordance with FERPA laws, no personal student information or grades will be sent off-campus via email.

Knowledge/Skills/Abilities:

- Excellent oral and written communication skills, organizational and time management skills
- Ability to work effectively with different personality types and competing agendas
- Ability to work independently with little to no supervision; must be self-motivated and a self-starter
- Intellectual creativity, independent judgment, and impeccable integrity
- The ability and instinctive response to put the University's interests ahead of personal interests



- Calm and assured under pressure
- Genuine love for all people without discrimination
- Circumspect with sensitive information
- Desire to make a difference, not just to earn a stipend
- Good team player
- Faithful, active member of the churches of Christ preferred

Education and Training:

- Master's degree or above required, 18 graduate hours must be in the teaching field
- Bachelor's degree in appropriate field will be considered for developmental courses
- Other professional experience may be considered for certain fields (e.g. studio art, music, etc.)

Work Conditions:

- Meet each class as scheduled
- Check e-mail for communication from school
- Attend adjunct meetings as scheduled (1-2 per semester)

To Apply:

- Send a resume or curriculum vita to Dr. Chris Shrock (chris.shrock@ovu.edu)

Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.