ADJUNCT INSTRUCTORS – Fall 2016 Semester

Supply Chain Management

Cleary University seeks Supply Chain Management instructors to teach online undergraduate courses.

**Required/Preferred Qualifications**

- Master’s degree in the appropriate field is required.
- Terminal degree (Ph.D., DBA) preferred.
- Prior higher education teaching experience preferred.
- Industry experience preferred.

**Duties and Responsibilities**

1. **Teaching:**

   - Teach undergraduate/graduate courses in the relevant discipline each semester
   - Utilize online learning management system (Moodle®) for course content management and maintain electronic grade book according to institutional standards.
   - Hold regularly scheduled office hours (minimum of 1 hour per week for each 3 credit hour course) and / or be available to students on a regular basis.
   - Assess student learning based on institutional outcomes, course goals and objectives in an unbiased, timely, and respectful manner.
   - Provide timely and relevant feedback on graded work (within 5 days of due date of work).
   - Participate in online discussions on four different days of each week of class
   - Respond to student inquiries within 24 hours
   - Adhere to administrative expectations and deadlines established by the supervising faculty chair and Cleary University.

2. **Professional development/professionalism:**

   - Attend Faculty Conferences as scheduled throughout the academic year.
   - Maintain accurate and up to date information regarding academic credentials and professional/scholarly activities.
   - Keep current with changing conditions/knowledge in appropriate academic discipline and with changing student needs and expectations.
• Interact with colleagues throughout the Cleary system in a timely and professional manner.
• Abide by all conditions outlined in the University Employee Manual and Faculty Handbook.

3. **Other service:**

• Other service (committee membership, project work, etc.) may be assigned through mutual agreement between the instructor and Faculty Chair.

Please send cover letter and resume/vitae to llewis@cleary.edu