Murray State College
Tishomingo-Ardmore Oklahoma

Job Description

Adjunct Faculty

General Description/Primary Purpose

Provide excellent instruction in college courses on the Tishomingo or Ardmore locations, Online, or other possible sites required by class schedules. Contribute to campus-wide activities by performing other essential functions as listed below.

Classification: Adjunct

Appointment: Semester – Renewed by Semester

Description of Duties and Tasks:

General Job Functions:
Instructional Duties

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.

2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.

3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college.

5. Maintain a positive attitude of service toward students, coworkers and others.

6. Promote and support service learning activities.

7. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.

8. Use appropriate evaluation instruments to measure student progress at specified intervals.

9. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the VPAA and Dean of Instruction.

10. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.

11. Cooperate with departmental faculty in the selection of textbooks and teaching materials.

12. Provide flexible appointments to students’ when necessary.
13. Include a writing component in each course and encourage students to utilize the “Help Center”.

14. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.

15. Actively support clubs and extra-curricular activities.

16. Support the President’s Scholars Program.

17. Participate in applicable professional development activities.

18. Perform other duties as may be assigned by supervisors.

19. Attain ability to commute to distance learning sites.

20. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.

21. Contribute to the overall institutional focus to perpetuate student success.

22. Support the institutional General Education program.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Qualification Standards:

1. **Minimum Educational Qualifications:** Master’s degree with 18 graduate hours in discipline

2. **Exception:** Lower educational requirements may be accepted in technical areas and for transitional courses.

3. **Adjunct Training:** Adjunct Faculty are required to participate in professional development before classes begin. Online faculty will require additional professional development.

4. **Professionalism:** Members of the Murray State College faculty are expected to demonstrate dedication to teaching and to show professional competence, integrity and enthusiasm in the performance of all responsibilities.

5. **Image:** Murray State College employees are expected to maintain a neat, well groomed and professional image at all times.

Application Process:

Applicants must submit the following:

1. Letter of application.
2. Résumé.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.
Mail or deliver application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 118
Tishomingo, OK 73460

Telephone Number: 580-371-2371, Extension 118

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.