



DALLAS INTERNATIONAL UNIVERSITY

Part-time Professor of Human Migration

Job Description

Primary Function

DIU is currently looking for qualified candidates to teach in the area of Human Migration under the Applied Anthropology department. Adjunct faculty are qualified to be the instructor of record for one or more courses and have a part-time appointment based on the course/s they teach.

Authority

The supervisor for this position is the Chair of the Department.

Salary type: Supported

Major Responsibilities

Adjunct faculty candidates are expected to teach courses in accordance with the descriptions published in the course syllabus and adhere to policies and procedures outlined in the Faculty Handbook. They are expected to uphold the academic standards of DIU including, teaching courses, and guiding research projects and theses; assume supplementary faculty responsibilities, e.g., develop and update curricula, participate in faculty meetings, and adhere to the policies, principles, and procedures of Dallas International University.

Supervisor Authority

May supervise teaching assistants or associate instructors.

Communications

Internal

Daily contact with students and frequent contact with professors and department chair

External

1. Some contact with administrators at other academic institutions

2. Frequent contact with members of the educational community.

Student Contact

Daily contact with students.

Physical Requirements

Requires only occasional, moderate physical effort.

Working Environment

Seldom or never exposed to unpleasant working conditions.

Education / Experience

Applicants should:

- Have a terminal degree (preferred) with a publication record demonstrating an expertise in their field.
- Demonstrate an ability to teach creatively and effectively.
- Be committed to the academic community and to academic excellence.
- Be proficient in written and spoken English.
- Be committed to continued personal and professional development.

Certification

No licensure or certification required.

Job-related Skills

1. Experience in teaching in higher education
2. A research record in their domain of interest
3. Academic administration skills, ability to use Microsoft Teams, Word, Excel and strong organizational skills
4. Experience in teaching using a Learning Management System (e.g. Moodle)

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the staff in this job. Staff members may be requested to perform job-related tasks other than those specifically presented in this description.