**Adjunct Business Department Faculty Position**

**Time Frame:** 2019 – 2020 Academic Year

**Job Summary:** The SAGU Business Department is currently accepting applications for both undergraduate and graduate adjunct faculty specializing in business curriculum including general business, management, marketing, finance, entrepreneurship, accounting, and sports management.

**Job Responsibilities:** The position is a 9-month appointment in the Department of Business. This role may require activity in distance education instruction and serve on graduate and undergraduate levels.

**Minimum Qualifications:**

* Graduate Adjunct Faculty: Earned Doctorate in business from a regionally accredited university preferred; ABD status and the ability to complete the terminal degree within two years will be considered
* Undergraduate Adjunct Faculty: Minimum of a Master’s degree in a business field with at least 18 graduate hours in one or more of the following areas: Accounting, Business Administration, Business Sport Management, Finance, Entrepreneurship Management, Management, or Marketing.
* Proven leadership abilities
* Evidence of successful market place experience.

**Preferred:**

* Experience and/or knowledge or ability in teaching in both on campus and online delivery formats.

Please submit application and support material via: <http://www.sagu.edu/about-sagu/employment>

For additional information, please contact: Dr. Sue Taylor, Dean of the College of Business and Education, staylor@sagu.edu, 972.825.4820; Dr. Shelly Zaldivar, Business Department Chair/Graduate Program Coordinator, szaldivar@sagu.edu, 972.923.5490. SAGU mailing address: 1200 Sycamore St., Waxahachie TX 75165.

## **Adjunct Faculty Job Description**

**Primary Function**

Adjunct faculty members teach courses, fulfill the major responsibilities as assigned by the Vice President for Academics and dictated in the job description, and exercise spiritual leadership with their students.

Major Responsibilities

* Adjunct faculty teach courses as assigned by the Dean. Courses may be scheduled during day or night hours, or Saturdays.
* Instructors will prepare syllabi in accordance with the institutional model, initiate the process of textbook selection in a timely fashion, oversee quality educational experiences for students, produce evaluations and scores of student performance via the learning management system, and submit final grades per the posted schedule.
* Nature of Instruction. Faculty intentionally provide a curriculum characterized by currency, harmony with Assemblies of God doctrine, and supported by biblical integration across all disciplines.
* Office Hours. Adjunct faculty are required to provide 30 minutes of availability per week per course for student consultations (on a select day or attached to a class).
* Adjunct faculty members will be issued a copy of the University’s Institutional Policy Manual and expected to familiarize themselves with the policies of the University.
* Adjunct faculty are required to wear professional attire during class and begin and end each class on time.
* Adjunct faculty are required to carry out instructional and spiritual formation activities with students and staff in accord with University policies and practices.
* All part time faculty are invited (but not required) to attend department meetings with the privilege of voice and vote.
* Faculty Orientation Meetings and Commencement Ceremonies. Adjunct faculty are not required but encouraged to attend the Faculty In-Service meetings. Likewise adjunct faculty are not required but encouraged to participate in commencement ceremonies.
* Adjunct faculty are required to connect and communicate with Department Chairs on a regular basis.

Qualifications

* Faith, service and lifestyle that meets University expectations. (See IPM General Information sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards.:” See IPM Staff Handbook: “Employee Code of Conduct.” See IPM Faculty Handbook sections: “Academic Freedom & Responsibility,” “Biblical Integration,” “Professional Credentials,” “Democracy & Loyalty,” “Denominational Affiliation”)
* Academic qualifications commensurate with accreditation criteria.
* Established teaching abilities, clear communication skills, and knowledge of subject area.
* Ability to work harmoniously with faculty, staff, administration, and students.
* Adaptability to change and innovation.

Organizational Relationships

Faculty members report to and are accountable to the Department Chair, College Dean, any local Administrative Dean when serving at an Extension Site, and the Vice President for Academics.