UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Human Resources

NOTICE OF VACANCY

Position Title	Adjunct Faculty
Position Type	Part-Time

Position Summary

The Adjunct Faculty has the responsibility for delivering instruction according to the modality of the assigned course.

Essential Duties & Responsibilities

- Prepare course syllabi, instructional materials, assignments, and assessments consistent with approved curriculum and learning outcomes.
- Evaluate student performance based on clearly defined methods and standards outlined in the course syllabus using fair, consistent, and transparent assessment methods aligned with established course learning outcomes.
- Maintain academic integrity, student confidentiality, and compliance with applicable University policies.
- Provide students with clear course expectations, grading criteria, schedules, and policies.
- Maintain consistent course organization and navigation to promote student access and success across instructional sections and modalities.
- Maintain an active and engaged presence in all assigned courses and notify supervisor in advance of any necessary absence so students have continuous teaching and learning support.
- Adhere to federal compliance requirements and University policies for meeting minutes and credit hours related to direct instruction, substantive interaction, and course content.
- Submit midterm grades, final grades, and attendance certification on time according to the University's policies and procedures.
- Identify students experiencing academic challenges and utilize the University's referral/early alert/support processes to promote retention.
- Teach in University modalities per enrollment demand.
- Utilize the University's learning management system (gradebook, ADA-compliant syllabus, and attendance functions at minimum) and other functions as appropriate to modality.
- Implement approved accommodations and maintain accessibility compliance according to the University's policies and procedures.
- Deliver the content of courses as described in the Course Catalog.
- Maintain accurate University records.
- Post and maintain a schedule of office hours for student meetings, with at least one office hour per week per course taught with the modality of the office hours matching the course modality.
- Maintain professional and ethical relationships with students.
- Encourage student scholarship and achievement.
- Respond to student communications and grade assignments within appropriate timeframes established in the syllabus.
- Participate in required training and orientation activities per University policies and procedures.
- Perform other duties related to adjunct teaching as assigned.

Qualifications

Minimum Qualifications:

- Master's degree
- A minimum of 18 graduate credit hours (grade of C or better) in the teaching discipline, as defined by the course prefix in the catalog, and/or professional experience or other appropriate credentials to meet faculty qualifications for accreditation requirements in accordance with University policies.

Preferred Qualifications:

- Teaching experience
- Familiarity with FERPA and student accessibility requirements

How to Apply

Complete the USAO application at usao.edu/about/personnel.html. When completing the USAO application, please attach:

- Resume
- Transcripts

Compensation and Course Expectations

Compensation*

- $750 per credit hour*
- *Courses with fewer than 10 students may be canceled or may be offered at a prorated amount per student. Any course adjustments based on enrollment will be discussed with the Adjunct Faculty assigned.
- Adjunct Faculty may be eligible to teach up to 9 credit hours per academic term (fall, spring, summer).
- Adjunct appointments are paid according to the University's current pay rates in place at the time of the course instruction.

About USAO

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences." For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma (USAO) is committed to providing equal opportunity in all university programs and activities. In compliance with all applicable federal and state laws and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, and other applicable laws, USAO does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, religion, disability, genetic information, or veteran status in its employment practices, educational programs or services, activities, admissions, policies, practices or procedures.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.