



## **College of Professional and Graduate Studies**

Adjunct Instructor

### **REPORTS TO**

The Director of Master of Arts in Educational Leadership and Doctor of Education in Administration & Leadership.

### **DEPARTMENT**

Graduate Education Programs

### **EFFECTIVE DATE**

Ongoing

### **JOB SUMMARY**

The Department of Graduate Programs in Education seeks adjuncts to join its adjunct pool. Experience and qualification in the areas of school administration, educational leadership, special education and curriculum and instruction. Faculty members in the adjunct pool are employed on a course-by-course basis, depending on the curricular offerings and course enrollments in any given semester.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Teach courses at assigned days and times
- Plan lessons using prewritten curriculum that address particular learning outcomes and the needs of students
- Use technology to enhance instruction and assessment
- Administer, and grade assessments to measure student learning
- Maintain an accurate, up-to-date gradebook
- Maintain an accurate, up-to-date attendance record
- Set up and make proper use of a Learning Management System site for assigned course (s)
- Submit final grades as required
- Additional duties as assigned

#### **Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity



- Terminal Degree in Education, Leadership (If teaching in the DEAL program)
- Master's Degree in Education (If teaching in the MAEL program)
- Minimum of two years of related work experience and/or relevant training
- Experience in face-to-face classroom instruction at the undergraduate or graduate level

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

**Supervision Exercised:**

None

**BENEFITS**

Adjunct instructors do not qualify for benefits

**Updated: April 15, 2019**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier

Director of Human Resources

Southern Nazarene University

6729 NW 39<sup>th</sup> Expressway

Bresee Hall, Room 306

Bethany, OK 73008

[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)



Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

### **TITLE IX DISCLOSURE**

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).