

Clark Atlanta University Job Description

Position Title:	Full-Time Instructor
Department:	Sociology & Criminal Justice
Reports To:	Chair, W.E.B. Du Bois Department of Sociology & Criminal Justice (Anthony T. Adams)

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Clark Atlanta University (CAU) seeks one (1) talented criminal justice faculty member for the Department of Sociology and Criminal Justice who is passionate about teaching, learning, and discovery. As a private institution, CAU expects faculty to be involved in the lives of students through mentoring, student support, enrollment initiatives, and other activities related to the college experience. As the department where W.E.B. DuBois did his seminal work and founded the journal *Phylon*, the successful candidates must show a recognition of the influence and intersection between race, class, and gender in his/her teaching and research. Research expertise including data science-related topics and an interest in the University's Data Science Initiative are highly desirable. The department offers both the B.A. Degree in Sociology and Criminal Justice and the M.A. in Sociology and Criminal Justice.

Applications should be made through the Clark Atlanta University Human Relations website, with a complete submission including the following components: 1. cover letter that includes research plans, 2. statement of teaching philosophy and commitment to teaching excellence with diverse populations, 3. Curriculum vita, 4. Graduate transcripts, and 5. contact information for three references. Review of applications will begin immediately and continue until filled.

Examples of Duties and Responsibilities:

The W.E.B. Du Bois Department of Sociology and Criminal Justice welcomes applications for one (1) full-time, non-tenure track appointment at the rank of Instructor of either Criminal Justice or Sociology. A Ph.D. in Criminal Justice or Sociology is required; ABDs with planned completion dates prior to Spring 2025 will also be considered. A J.D. is NOT sufficient for this position. This position seeks a generalist in either the criminal justice or sociology. Applicants with college-level criminal justice teaching experience are preferred.

Suitable candidates can teach at least five (5) of the following courses: Introduction to Criminal Justice or Sociology, Criminology, Victimology, Criminal Justice Management, Sociological Theory, Comparative Systems Analysis, Corrections Process, or Juvenile Delinquency.

1. Faculty typically teach 12 hours per semester (undergraduate), including a combination of service courses, upper-level offerings, graduate courses, and courses in their specialty area.
2. Advise students on academic and career development, including internship placements.

3. Faculty are expected to engage in professional development and scholarly pursuits and involve undergraduate students in these endeavors.
4. Faculty are expected to contribute to the department, University, and profession through appropriate service obligations, including the student advising and committee service.
5. Prepare course materials such as syllabi, assignments, discussion boards and handouts. Prepare and deliver lectures to undergraduate students on topics in Criminal Justice (CJ) and/or Sociology (SOC).
6. Evaluate and grade students' class work, laboratory work, assignments, and papers.
7. Collect and analyze data for program and university assessment.
8. Maintain student attendance records, grades, and other required records.
9. Compile, administer, and grade examinations.
10. Initiate, facilitate, and moderate classroom discussions.
11. Develop and use multimedia course materials and other current technology, such as online courses (Delivery of online courses requires faculty to complete a 5-week Online Certification program).
12. Perform administrative duties as needed.
13. Collaborate with colleagues to address teaching, research, and service-related issues.
14. Participate in student recruitment, registration, and placement activities.

Knowledge, Skills and Abilities

1. Doctorate in Criminal Justice or Sociology is preferred. ABD will be considered.
2. Training, experience, and interest in Criminal Justice or sociology.
3. Strong interpersonal, organizational, and oral and written communication skills.
4. Previous successful work experience with culturally diverse populations.
5. Promote diversity and demonstrate leadership skills that foster collegiality and cooperation.

Minimum Qualifications

Required fields are indicated with an asterisk (*).

Include:

Resume

Cover Letter

Unofficial Transcripts (Official Transcripts at time of employment)

Teaching Philosophy

Minimum Hiring Standards

Education*	Ph.D. or ABD Status (Criminal Justice or Sociology)
Years of Experience Required	Two years and may include Teaching Assistantships and having served as an adjunct faculty member.
Years of Management/Supervisor Experience	n/a