

Clark Atlanta University

Job Description

Position Title:	Professor of Criminal Justice (Instructor, non-tenure)
Department:	W.E.B. Du Bois Sociology & Criminal Justice
Reports To:	Chair, Department of Sociology & Criminal Justice

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) Criminal Justice Instructor 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. 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.

Examples of Duties and Responsibilities:

1. Faculty typically teach 12 hours per semester (undergraduate), including a combination of service courses. Selected candidate can teach at least four of the following courses: Introduction to Criminal Justice, Juvenile Delinquency, Law Enforcement, Corrections, Criminal Investigation, Criminology, Organized Crime, or Victimology.
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 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.

Knowledge, Skills and Abilities

1. Ph.D. in Criminal Justice, Criminal Justice Administration, Sociology (with a concentration in the area of criminal justice), or Master's degree with 18 graduate hours of equivalent experience in criminal justice.
2. Selected candidate can teach at least four of the following courses: Introduction to Criminal Justice, Juvenile Delinquency, Law Enforcement, Corrections, Criminal Investigation, Criminology, Organized Crime, or Victimology.
3. Training, experience, and interest in criminal justice (Dissertation substantive area MUST include topics related to criminal justice, deviance, social control, violence, etc.).
4. Strong interpersonal, organizational, and oral and written communication skills.
5. Previous successful work experience with culturally diverse populations.
6. Promote diversity and demonstrate leadership skills that foster collegiality and cooperation.

Include:

Resume

Cover Letter

Unofficial Transcripts (Official Transcripts at time of employment)

Teaching Philosophy

Minimum Hiring Standards

Education	Ph.D. in Criminal Justice, Criminal Justice Administration, Sociology (with a concentration in the area of criminal justice), or Master's degree with 18 graduate hours of equivalent experience in criminal justice.
Years of Experience Required	At least five (5) years of teaching University-level courses, excluding Teaching Assistantships.
Years of Management/Supervisor Experience	n/a