

Adjunct Criminal Justice Faculty Member

Adjunct (Non-tenure) Instructor of Criminal Justice

Position Title: Adjunct Faculty Member

Department: W.E.B Du Bois Department of Sociology & Criminal Justice

Reports To: Chair, W.E.B Du Bois Department of Sociology & Criminal Justice

General Function (Description)

Clark Atlanta University (CAU) seeks one (1) talented adjunct criminal justice faculty member for the W.E.B Du Bois Department of Sociology and Criminal Justice. Applicant must be passionate about teaching Victimology, student 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, 2. statement of teaching philosophy and commitment to teaching excellence with diverse populations, 3. Curriculum vita, 4. Graduate transcript, and 5. contact information for three references. Review of applications will begin immediately, and continue until the position is filled.

Examples of Duties and Responsibilities:

The W.E.B Du Bois Department of Sociology and Criminal Justice welcomes applications for one (1) Adjunct Criminal Justice. An M.A. Criminal Justice is required; A J.D. is not sufficient for this position. Applicants must have taught at least three courses in victimology. Applicants with college-level criminal justice teaching experience are preferred.

1. An adjunct faculty may teach two or more courses, depending on the department's needs.
2. Prepare course materials such as syllabi, assignments, discussion boards and handouts. Prepare and deliver lectures to undergraduate students on topics related to Victimology.
3. Evaluate and grade students' class work, assignments, and papers.
4. Maintain student attendance records, grades, and other required records.
5. Compile, administer, and grade examinations.
6. Initiate, facilitate, and moderate classroom discussions.
7. 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).
8. Perform administrative duties as needed.

Minimum Hiring Standards:

Adjunct Criminal Justice Faculty Member

Education	M.A. Criminal Justice from an accredited college or university in Sociology, Criminal Justice, or Criminology.
Years of Experience	New Ph.Ds. are welcome.

OTHER DUTIES AND RESPONSIBILITIES :

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| 1. Other duties as outlined in the Faculty Handbook. |
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED :

1. M.A. Criminal Justice preferred.
2. Training, experience, and interest in Criminal Justice, sociology, or closely related field.
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.

Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. Unofficial Transcripts
4. Teaching Philosophy