



GPS Adjunct Faculty Job Description

Job Title: Graduate Professional Studies, Adjunct Instructor

Job Summary: Teach a 10 or 13 week graduate course at least once a year, in one or more of the 8 GPS programs. (www.brandeis.edu/gps)

General Job Responsibilities:

Depending on a specific course's needs, Adjunct Instructors will –

- Review/refine a course syllabus to include instructor-specific contact information and course policies.
- Modify an existing course syllabus as necessary to realize revised course and weekly outcomes, following program chair guidance.
- Develop a course syllabus for a new course, following our syllabus template and course standards.

Develop online content and other course materials in support of course and weekly outcomes, including:

- Content that supports and enhances required readings for the course; includes the author's experiences and perspectives on key points; aligns with the associated weekly objectives and outcomes.
- Assignments/assessments that demonstrate the course and weekly outcomes.

Deliver the distance learning course consistent with the corresponding Rabb School / GPS DL Course Standards.

- Participate actively in the online discussions: sharing experiences and perspectives; probing students with questions that require critical thinking skills; highlighting key learning points; answering student questions.
- Provide relevant and timely feedback on submitted student work, including participation.
- Compile and report grade-related information to students and administration.
- Inform and discuss student issues with GPS staff members as applicable.

Create/refine the course site in the learning management system, LATTE, following GPS course site standards.

Adhere to all GPS Instructor policies and procedures, as defined in the Instructor Handbook.

Participate in regular instructor meetings, face-to-face and/or virtually, and contribute to process improvement efforts, including the regular self-evaluation of course outcomes, assessments, and their alignment.

Qualifications:

- Master's Degree or above in related field preferred
- At least five years of experience in related field
- Teaching experience preferred
- Online teaching and/or learning experience preferred
- Strong inter-personal skills when relating to students
- Time management skills – instructors must be able to devote adequate time to courses, communicating timely feedback and engaging regularly in discussions.
- Effective written communication skills, including the abilities to:
 - Convey complex topics in one's subject-matter to others
 - Project a professional and appropriate online tone
 - Moderate online discussions to promote in-depth engagement in course topics
 - Provide useful feedback to students via their graded work

Applicants should apply electronically via our web form at:

<http://sys2.unet.brandeis.edu/bwebforms/view/inquireteachingform/> .

Our compensation is competitive with salaries for similar positions at other leading universities. Teach for one of our eight, flexible, [applied master's degree programs](#). If you would like to be considered, please submit an [application](#), which includes an uploaded current resume or CV. Brandeis University is an equal opportunity/affirmative action employer. Women and minority candidates are encouraged to apply.

Should you experience any difficulties with our web form, please download our [MS Excel version](#) of the application form. Follow the instructions in the attached spreadsheet and email your completed form with your most current resume or CV to the contact listed below:

CONTACT: Laurie Lesser – Associate Director of Instructor Recruitment and Development
Email: llesser@brandeis.edu

Should you have any concerns or questions about the various positions adjunct faculty positions available at Brandeis University, Graduate Professional Studies, please contact our Associate Director of Instructor Recruitment and Development.