



Position Title: Online Instructional Faculty – Science and Technology
(Undergraduate Adult Learners)

Reports To: Provost

Area/Department: Lifelong Learning

Location: Online (synchronous and asynchronous)/All time zones needed

College Unbound (CU) is a fully accredited, non-profit college with a student-driven curriculum that empowers students to lead change in their communities. CU looks to serve adult learners who have not yet completed their degree and can participate fully in the curriculum with the necessary technology, language, writing, and other systemic supports. CU's program is designed for adults looking to advance in their current careers, move into new vocations, or spark change that improves the quality of life for themselves and others.

Position Summary Description:

Instructional Faculty teach College Unbound's 8-week and 16-week courses, including required major courses, general education courses, and major electives. Most courses are 3 credits and are delivered over 8 weeks, making them intensive teaching and learning experiences. Instructional faculty support CU's high-touch approach by holding one-on-one meetings with students at the start and end of the course, providing frequent formative feedback that supports and challenges learners using multiple modalities to communicate and engage with learners, and by collaborating with Lab Faculty and the Provost's office to identify and support students who fall behind or are otherwise struggling. Instructional courses contribute to the ongoing enhancement of core courses and develop and deliver electives. Every course is designed and delivered so that students apply their learning to the development of their CU Core Project.

At a minimum, instructional faculty should expect to spend 45 hours of engaged academic time delivering the course in addition to time spent preparing lessons, providing feedback and grading, and communicating with individual students in virtual or in-person office hours per 8-week term. Instructional courses are delivered online synchronously or asynchronously.

Historical Reasoning faculty will design and deliver courses that enable students to describe and analyze change in human communities, societies, institutions, or organizations over time. Faculty should have an educational background that demonstrates expertise in the field.

Duties and Responsibilities

Course Design and Instruction:

- Develop and deliver courses that advance the College's mission and are aligned with its guiding principles.
- Show command of material and depth of knowledge in the subject area(s) taught.
- Encourage students to integrate new learning with prior learning, including learning from experience.
- Organize, present, and communicate material effectively.

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- Apply methods of assessment in line with stated learning outcomes and college standards.
- Complete assessment of student assignments in a timely manner and provide meaningful feedback to students.
- Reflect thoughtfully on teaching activities, experiences, and approaches; and implement changes and/or make innovations in teaching and/or course design, as appropriate.
- Submit a syllabus in advance of each term following the college's guidelines.
- Ensure proper documentation of student learning to meet standards of CU.
- Submit grades in the student information system and provide narrative feedback to students at the midterm and end-of-semester in the learning management system.
- Contact a student's lab faculty and Student Success when a student misses more than one class, falls more than a little behind on assignments, or is otherwise struggling.

Professional Development:

- Participate in faculty orientation workshops, faculty meetings, and other professional development workshops during the academic year.
- Contribute to the collaborative improvement of teaching, learning, and the student experience at College Unbound.
- Be an active member of CU's instructional faculty community of practice.

Administration:

- Keep accurate student attendance and engagement records and submit weekly engagement reports.
- Maintain course materials, assignment completion records, and students' grades and feedback within CU's learning management system.
- Follow up with Lab faculty to support students with engagement concerns.
- Submit grades and final feedback to students in a timely manner.

Required Qualification:

- Master's degree or a terminal degree in a science field such as Data Science or Information Technology
- Previous experience facilitating groups, conducting workshops, teaching, or other related experience.
- Previous experience working effectively within a diverse community.
- Teaching experience in relevant course content or experience as a practitioner in the relevant field or discipline.
- Demonstrates sufficient computer proficiency to facilitate online courses using instructional technologies, including CU's learning management system.

Preferred Qualifications:

- Terminal degree in the relevant discipline
- Previous experience teaching within a diverse community of learners. ●

Previous experience working with adult learners in an educational context.

For more information and how to apply, please visit the [Teaching and Learning at CU page](#).