

Adjunct Instructor

Description

The Italy Center Bologna program at Spring Hill College offers high quality academic teaching to first year students, as well as upper class students. From time to time, faculty may be needed to coordinate, supervise, and participate in interdisciplinary lectures/courses, independent research projects, on site classes, orientation activities, and other short immersive excursions.

The Italy Center invites applications from qualified persons interested in adjunct teaching assignments. Applications are accepted continuously for part-time, non-tenure-track positions in Fall (September-December), Spring (January-April), and Summer (May-June) terms.

Responsibilities

The adjunct instructor:

- Actively participates in the onboarding process
- Designs the course syllabus according to the internal guidelines and prepares all necessary material for the completion of the course, including the upload on the college's LMS (Canvas), working with the program Director (Canvas) and the Associate Director for Academics.
- Teaches the course, for a total of 32-38 contact hours for a 3-credit course
 - 2 class x 1.5 hours x approximately 12 weeks during FA and SP (mid-Sept to mid-Dec, early Jan-end April);
 - 3 classes x 2 hours x 5 weeks during SU (mid-May-late June)
- Plans, organizes, and oversees the completion of assessed coursework and other assignments for the students.
- Evaluates students who enroll in the course, including any follow ups needed for the completion of Incompletes, providing final grades to the IC Director by the deadline provided in the IC calendar, through the form provided.
- Together with the Associate Director for Academics and the Diversity, Equity, and Inclusion Officer, provides academic support to accommodation students, failure risks, and other situations of hardship and/or mental health that require flexibility, in order to guarantee a thriving learning environment for students.

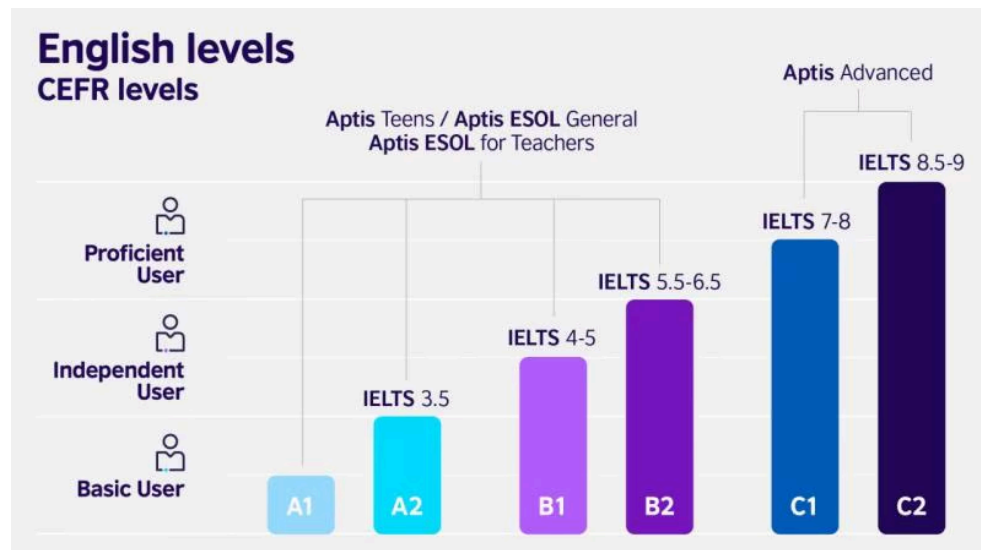
- Liaises with the Associate Director for Academics and the Social Justice Program Manager on how to best incorporate other program related, social justice themes (such as travel, service learning, or internship) into the students' classroom experience.

Duties

- Attend faculty meetings (1 per semester)
- Attend at least 1 social gathering per year (opening dinner, end of semester banquet, staff and faculty events such as Thanksgiving celebrations, Christmas lunch, etc)
- Notify the Director of absences or tardiness. Notification should be via telephone as soon as possible, usually no later than the beginning of normal or scheduled work period. Patterns of non-attendance that are unreported and/or not approved are subject to non-paid absence for those days, as per Italian Law requirement (assenza non retribuità).
- Agree upon, and report time off, as vacation or sick leave respectively (the latter through medical certificate, as per Italian Law requirements). Time off must be agreed upon in written form with the Director, and reported with all necessary documentation to the Vice Director for Budget and Finance.
- Upon extraordinary circumstances (agreed with the Director for severe weather, serious personal matters, and/or sickness or other non SHCIC academic commitments), the adjunct instructor may be allowed to substitute in-person teaching with remote teaching (synchronous or asynchronous) while still receiving standard compensation for their work.

Required qualifications

- Master's degree (in the discipline listed for the course credits) required. PhD preferred.
- Command of written and spoken English (minimum B2). Accepted qualifications as follows:



Transcripts of the above qualifications, in English and in electronic format, will need to be provided by the instructor upon request.

Other useful qualifications:

- Experience teaching college classes at undergraduate level
- Experience teaching American students, preferably study abroad students
- Ability to teach using flipped classroom/scaffolding methodologies
- Ability to understand and navigate current challenges in the use of AI

Compensation

Details will be provided. Compensation brackets depend on qualifications, course enrolments, and experience with the program (anzianità).