

Truett McConnell

U N I V E R S I T Y

Job Announcement

Job Title: Adjunct Instructor – Global Business

Department: Hans Hut School of Business

Reports To: Kimberly Maiocco, Chair

Pay Status: Exempt

Position Status: Adjunct

Approved By: Vice President for Academic Services

The Hans Hut School of Business is seeking an adjunct instructor to teach *Global Business Strategy*, a course that explores the complexities of conducting business in a multi-national enterprise, with a focus on global operations and ethical challenges. This position includes both an on-campus and an online course in **Spring 2026**.

Qualifications:

- Master's degree in a business-related field required.
- Minimum of one year of experience in global business operations.
- Previous higher education teaching experience preferred.

According to HR, faculty doesn't need the full job description that a staff member position does (as they agree to follow the policy manual in their contract). However, if you want to list it with the qualifications, these are the **general responsibilities** of an adjunct faculty member per the policy manual. *Do not feel you need to list this – but you can use at your discretion keeping in mind the info that y'all already have listed on the faculty position opening page.*

FACULTY RESPONSIBILITIES

The primary responsibilities of the faculty of Truett McConnell University are to the University's students. Faculty should challenge students academically while leading them in formulation of a biblical worldview. They are therefore required to keep in mind the special quality of the institution, be prepared to offer biblical truths as the foundation for academic material, and be a Christian personal example to their students.

All faculty are responsible for the following:

- Teach assigned courses at the scheduled times, dates, and locations set forth by the registrar.
- If on-campus instruction, then discuss, with the class, syllabus with course requirements, classroom procedures, grading policy, class attendance policy, academic assistance policy, and textbook requirements on the first-class meeting. If online instruction, then, either in the introduction or first week announcement, address expectations not addressed in the online introduction.
- Respond to all deadlines as directed by the University. These deadlines include but are not limited to **confirmation rolls, final grades, assessment rubrics for course (as requested)**, dismissals for excessive absences, contracts, course assessments, and Faculty Assessment Summary Table (FAST) for each year taught.
- Complete an annual FAST review.
- Be available to students when necessary.
- Maintain for one year the final examination and key, student final exams, attendance records, grade summary sheet and grade books, and grade sheets at the end of the semester.
- Re-schedule any missed class or supply an approved substitute (at your expense) when absences are foreseen. Report absences to both the Chair of one's respective School and the Office of the Vice President for Academic Services within one day.
- Promptly notify the Registrar's Office when any student has exceeded the maximum allowable absences in accordance to the Truett McConnell University attendance policy delineated in the *Undergraduate Academic Catalog* and *Graduate Academic Catalog*.
- If asked by students, faculty should offer assistance for work missed due to illness, personal or family problems, or participation in legitimate University activities.
- Teach one's course(s) from a Biblical perspective.
- Live a Christlike example.
- Faculty must keep an accurate and up to date evaluation of student performance in the online classroom.
- Abide by School grading policies.
- Demonstrate commitment to the academic planning process by being a servant-leader supportive of the Christian mission of the University.
- Support the Christian mission of the University, the University administration, and your School administration.

- Maintain a collegial spirit when dealing with other faculty members, administration, and staff. Exemplifying the highest professional and ethical standards including a work ethic founded in team effort.
- Failure to fulfill responsibilities may result in delayed compensation, nonrenewal, or dismissal.

Deadline to submit resumes: Until filled.

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.