

**Position Description for Adjunct Faculty**

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| I. IDENTIFYING INFORMATION |
| Position Number J00001 |
| Organizational Unit (School, Department, Unit) School of Business |
| title and position number of supervisor Asst Professor, F90000 |

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| II. RESPONSIBILITIES |
| 1. **Description of the Job** **(Include Mission/goal of unit and Chief purpose of position)**   The Virginia Commonwealth University School Business is recruiting a pool of adjunct faculty for Spring 2018 course sections within the MBA program. This pool will be utilized on an as-needed basis. Your application will remain active for a year; you may resubmit your application for subsequent years. Only those selected for an interview will be contacted. Position duties include: • Meet all designated course instruction guidelines.  • Grade assignments and exams in a timely manner based on instructions/rubric provided.  • Respond to student inquiries within 24 hours.  • Submit final grades according to School policy  **Responsibilities:**   1. **Teaching**   Select courses in the MBA program   1. **Research**   **N/A**   1. **service**   **N/A**   1. **Clinical**   **N/A**   1. **other** |

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| **III. QUALIFICATIONS (Include education, teaching experience, research experience, discipline specific experience, training, required licenses, certifications, etc.):** Required EDUCATION: Master’s degree in a related field with experience and specialized expertise directly related to the position.  COMPETENCIES/EXPERIENCE:   * Demonstrated teaching experience.  Preferred EDUCATION: Ph.D or other doctoral degree in a related discipline or directly related to the position is highly preferred.  Previous experience teaching courses within MBA program. |