

WC- Part Time Instructor, Chemistry  
Front Range Community College

Direct Link: <https://www.AcademicKeys.com/r?job=120749>

Downloaded On: Jun. 27, 2019 4:24am

Posted Mar. 7, 2019, set to expire Jul. 9, 2019

**Job Title** WC- Part Time Instructor, Chemistry

**Department** Chemistry

**Institution** Front Range Community College  
Westminster, Colorado

**Date Posted** Mar. 7, 2019

**Application Deadline** Open until filled

**Position** Available immediately

**Start Date**

**Job Categories** Adjunct/Clinical Professor

**Academic Field(s)** Chemistry - General

**Apply Online Here** [https://frontrange-](https://frontrange-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=2248&compare)

[openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=2248&compare](https://frontrange-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=2248&compare)

**Apply By Email**

**Job Description**

This is a part-time, temporary position with no benefits except Colorado State retirement, PERA.

Please note: This position is an open talent pool currently accepting applications for future hiring.

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Front Range Community College (FRCC) is the largest community college in Colorado, enrolling close to 30,000 credit students annually. FRCC is one of 30 colleges in the AACC Pathways project, was recently selected as a Most Promising Place to Work in Diverse Magazine and was profiled as one of 6 top community colleges for transfer student success in a recent Aspen Institute publication. The college has a detailed strategic plan focused on improving student graduation and transfer rates, a strong assessment program, and invests heavily in professional development for staff and faculty including a college-wide leadership program, Roadmap to Achievement. The college has a strong commitment to equity and actively works to create inclusive communities. For more information, visit [www.frontrange.edu](http://www.frontrange.edu). The college has a clear vision outlined in its strategic plan, VISION 2020.

FRCC is committed to diversity and inclusion and is intentional about creating a learning and working environment that recognizes the value of individual and group differences. As an equal opportunity employer, we welcome and encourage inquiries from applicants who will contribute to the cultural and ethnic diversity of our college. FRCC does not discriminate on the basis of race, ethnicity, age, color, gender, gender identity or expression, sexual orientation, disability, religion, or national origin in employment or in our educational programs and activities.

### SELECTION PROCESS

Preliminary screening will be made on the basis of completed application package submitted by candidate. Completed application package includes:

- A letter of interest detailing experience as related to the position;
- A resume;
- An eForm application;
- A copy of official transcripts;
- A one-page statement of your teaching philosophy.

All candidates, including current Front Range Community College employees must submit a complete application packet which includes all material listed above. Only completed application packets will move forward for screening. If hired, official college transcripts will be required. Please review the job duties and minimum requirements carefully. It is your responsibility to demonstrate on your application that you meet all of the minimum requirements listed above to be considered. Failure to do so will result in your application being rejected. All application materials become the property of Front Range Community College and cannot be copied. FRCC will conduct a criminal background check on selected candidate. Employment offers and continued employment are contingent upon receiving a satisfactory report.

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### GENERAL SUMMARY

Front Range Community College is dedicated to maintaining curriculum integrity and consistent instruction by providing high quality teaching experiences. Front Range Community College recognizes and appreciates the key role and contributions that instructors have in relation to student success.

We are learner-centered and responsive to diverse student goals, including service to community. We will facilitate learning where, when, and how it best suits the needs of the diverse learning public we serve. Our curriculum will prepare vocational, academic, and business-oriented students to succeed in a highly competitive, global economy by focusing on quality, innovation, technology, self-initiative, and problem solving. Collaboration, teamwork, cheerfulness, diversity and a priority on student success and satisfaction will characterize our work and our management. We recognize that our faculty, together with our staff, is our greatest asset and that our commitment to their continuous professional development is essential. We are driven to excel and embrace the importance of listening to our constituencies. Business and civic leaders will experience our resolve to be recognized as a model for a "virtual campus" spanning not only North Jefferson, Adams, Boulder, and Larimer counties, but wherever technology will allow us to educate effectively.

All qualified candidates will remain in a talent pool for future consideration.

### COURSE CONTENT:

Creates an effective learning environment for students.

Teaches courses consistent with CCCNS template and appropriate course content guide, catalog description, at the scheduled time and place and meets required contact hours.

Uses appropriate resources, technology, and pedagogy in the delivery of courses.

Sustains consistency and course integrity through participation in college-wide and programmatic assessment of student learning.

Collaborates with colleagues for instructional improvement and adheres to departmental standards and policies.

### CLASS MEETINGS AND SCHEDULE:

Submits teaching and regular meeting schedule.

### RECORDKEEPING:

Turns in official grade book (a legal, permanent record) to department at the end of each semester.

Submits syllabus to department by the end of the first week of class.

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Provides each student with a syllabus that complies with FRCC/department syllabus guidelines by the end of the first week including all course requirements, course evaluation procedures, attendance requirements, make-up examination policy, and related course procedures.

Conducts a variety of appropriate evaluations of student performance. Returns graded assignments in a timely fashion, normally within a week.

Informs students of progress to date periodically and assigns and submits grades by published deadlines.

Maintains student attendance records (for Financial Aid purposes), including "No Shows" (students who have not shown up for class).

Learns and uses college software for final reporting, grades, student roster and attendance.

### COMMUNICATIONS:

Assists students with study problems and with evaluating their potential for successful achievement in the course or discipline. Makes referrals as appropriate, i.e. for tutoring.

Follows/adheres to FERPA guidelines and maintains confidentiality.

Checks college email at least twice weekly when teaching.

Responds quickly to e-mail requests from administration as well as students.

Assists in maintaining a safe and mutually respectful instructional environment in and outside the classroom. Prepares and submits incident reports to Dean of Student Services for inappropriate student behavior as defined by Student Code of Conduct.

Checks FRCC voice mail at least twice a week.

### PROFESSIONALISM:

Maintains necessary educational credentials, professional skills and currency appropriate to the teaching assignment and consistent with FRCC/CCCOES policy.

Interacts sensitively with students, staff and faculty of various cultural and socioeconomic backgrounds.

Promotes a positive collegiate atmosphere.

### REQUIRED EDUCATION

Master's Degree and 18 semester credit hours of graduate coursework in chemistry from a regionally accredited college/university.

### PREFERRED EXPERIENCE

Previous instruction experience in higher education.

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Welcome to Front Range Community College, where you come for the students, but stay for the people!

**Important Information:**

Front Range Community College, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), has compiled a comprehensive Campus Security Report. This report includes information about crime statistics from the previous three years, campus security policies as well as prevention programs. Information pertaining to the Boulder County, Larimer and Westminster campuses as well as the Brighton Center are also made available in this report. Published annually, this report can be found on the Front Range Community College web site under campus locations or by following this link. <http://www.frontrange.edu/About-Us/Campus-Locations/Campus-Security-Report.aspx> . A paper copy is also available upon request by contacting the Public Safety Office at the Boulder County Campus, the Larimer Campus or the Westminster Campus.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**      Nicole Pawloski  
Front Range Community College  
Westminster, CO

**Phone Number**      3036783804