Technical Communication Part-time (Adjunct) Faculty Openings

The Department of Technology Leadership and Communication (TLC) in the School of Engineering and Technology at Indiana University-Purdue University Indianapolis regularly seeks qualified candidates to teach undergraduate courses in Technical Communication (TCM). TLC employs a variety of industry experts who hold graduate-level and professional credentials closely related to topics applicable to TCM courses.

Courses provide students with multiple delivery methods including face-to-face (day and evening), fully online, and hybrid/nontraditional models (50% online/1-week intensive/8-week).

First-time adjunct instructors teach traditional course sections and participate in professional development activities related to best practices for teaching and learning.

Teaching stipends are based on the number of credit hours taught and years of teaching experience within the IU/Purdue systems.

Duties and Responsibilities

• Provide instruction for enrolled students based on learning outcomes, activities, and assessments as defined by the program director and course coordinator(s)
• Support and apply campus, school, and departmental policies and procedures
• Extend fair and nondiscriminatory evaluation of student work and performance
• Attend bi-annual departmental meetings related to teaching
• Communicate effectively in a variety of contexts and mediums
• Prepare adequately for and arrive to classes in a timely manner
• Check IUPUI email and update Canvas (learning management system) gradebook on a regular basis; use only official campus email or Canvas messages to communicate with students on topics related to coursework or academics
• Submit regular electronic performance reports and keep accurate attendance and performance records associated with assigned courses
• Refer students who indicate scholastic or personal need to academic services (Adaptive Educational Services, Counseling and Psychological Services, advising, or department)
• Follow the official academic calendar for all meetings, campus holidays, and exams
• Notify the department of any issues that may interfere with effective teaching and learning in all assigned courses

Qualifications

• Master’s degree in closely-related field
• Two or more years working in Technical Communication or a related area.

Currently, TCM is looking for instructors for fall 2016, especially for TCM 21800, 21900, 22200, 32000, 35800, 35900, 36000, and more. Course descriptions are available at http://www.engr.iupui.edu/departments/tlc/courses/tcm/ Applicants’ skills will be matched to the appropriate course(s). Available positions vary from semester to semester.

Send CV or resume to Dr. Corinne Renguette, TCM Program Director, at crenguet@iupui.edu