



CATHOLIC DISTANCE UNIVERSITY

Catechetics Professor and Practicum Director Job Description

Reports to: Academic Dean or Faculty Chair

Category of Employment: Adjunct Professor, part-time

Length of course: 8 weeks active course teaching, directing students sporadically throughout the year

Hours: flex schedule

Start Date: March 2022

The mission of Catholic Distance University is to communicate the mind and heart of the Church in a digital world.

Position summary:

The Catechetical Professor and Practicum Director teaches a **graduate level course** on the principles of Catholic education that examines the theoretical framework grounded in Sacred Scripture and Tradition and the pastoral foundations to establish sound practices for shaping the Catholic Identity of individuals and faith communities in varied contexts. In addition, they oversee the Practicum project for the MA in Theology and Educational Ministry degree program ensuring that the practicum involves significant ministry engagement and theological reflection, designed to enhance the student's personal skills and leadership abilities in educational ministry.

Responsibilities:

1. Teaching
 - a. Initiate an asynchronous weekly discussion by 9 am EST on Monday of each week of the course.
 - b. Post grades for the weekly discussions by 9 am EST of the following Tuesday.
 - c. Timeliness is required in answering student inquiries and responding to student needs related to the coursework.
 - d. Conducting, monitoring, and evaluating online interaction and discussion and supervising the online classroom.
 - e. Attending the CDU faculty webinar.
 - f. Holding a minimum of one office hour per week (ideally a live, interactive hour for students) and posting office hour time and contact information in the course syllabus and "instructor information" section of Canvas.
 - g. Completing course evaluations and maintaining a contact hour worksheet.
 - h. Finalizing grades in the student record system.
 - i. At least two weeks before a given course is scheduled to run, CDU faculty are responsible for:

- i. Performing quality assurance on the latest instance of the course to ensure that hyperlinks are in order, the syllabus and assignments are up to date, quiz questions are correct, and final exams are correct.
 - ii. Updating assignment due dates and confirming assignment parameters in Canvas for all assignments, including discussions, quizzes, term paper/paper proposals, etc.
 - iii. Updating courses taught each time so that courses fully reflect current knowledge and the *status questionis* in the subject matter, take full advantage of any and all technologies to maximize “presence” in course, and best achieve learning outcomes.
2. Directing
 - a. Reviews and approves practicum proposals submitted by students (30-60 minutes per student)
 - b. Supports students both as a role model and with ministerial advice and information (ongoing)
 - c. Maintains practicum rubrics and evaluation forms (ongoing, minimal)
 - d. Interviews, through video conference, the onsite supervisor and trains the onsite supervisor on the use of CDU’s requirements/rubric (30 minutes per student)
 - e. Interfaces with onsite supervisor to ensure student is participating in practicum (ongoing)
 - f. Verifies that the onsite supervisor completes a required evaluation (15-30 minutes per student)
 - g. Facilitates the culminating seminar discussion with practicum students (1 hour per 16-week term depending on enrollment)
 - h. Determines the final evaluation of Pass/Fail for the practicum experience (1 hour per student)
 3. Comprehensive Exams evaluation
 - a. Respond to questions and concerns of MATHEM students
 - b. Grade the MATHEM question for Comp exam

Qualifications and Requirements:

1. **Education:** Ideally have a terminal degree in theology, catechetics or ministry from an accredited institution.
2. **Experience:**
 - a. Must have experience in active teaching ministry.
 - b. Must have experience as a mentor or teacher.
3. **A practicing Catholic** in good standing possessing knowledge of and fidelity to the teachings of the Catholic Church, supporting *Ex corde ecclesiae* and the Church’s mission of the New Evangelization.
4. A commitment to student support and success.

If interested, please submit your resume and cover letter to Dr. Peter Brown, Academic Dean, at pbrown@cdu.edu

Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.