



CATHOLIC DISTANCE UNIVERSITY

# Catholic Social Teaching Professor Job Description

**Reports to:** Faculty Chair

**Category of Employment:** Adjunct Professor, part-time

**Length of course(s):** 8 weeks

**Hours:** flex schedule

**Development Start Date:** September 2022

**Teaching Start Date:** September 2023

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

## **Position summary:**

To develop and teach courses exploring Catholic Social Teachings at various academic levels in an interdisciplinary, rigorously theoretical yet eminently practical way that employs CST's "Look-Judge-Act" methodology, including the seven ordered principles of CST and *Gaudium et Spes*. The course(s) should ensure that students receive "know-how" in addition to "know-that" knowledge, integrate sociocultural data and analysis, engage in critical theological reflection, and undertake community action manifesting charity and assisting social change.

## **Course Development Responsibilities:**

1. Complete a syllabus conforming to the template and submit to the Faculty Governance Council for approval.
2. Ensure that course outcomes align with both program and institutional outcomes.
3. Create an 8-week course with required and recommended readings, a complete course outline and instructional videos, written study guides, and a range of requirements such as quizzes, a term paper, and a final exam.
4. Build the course in the Canvas LMS.
5. Complete a Course Hour Worksheet according to the template.

## **Teaching Responsibilities:**

1. Initiate a weekly asynchronous discussion by 9 am EST each Monday during the academic term.
2. Post grades for weekly discussions by 9 am EST of the following Tuesday.
3. Respond within 48 hours to all student inquiries regarding coursework.
4. Conduct, monitor, and evaluate online interaction and discussion and supervise the online classroom.
5. Attend the CDU faculty webinar.
6. Post office hours and contact information in the course syllabus and “instructor information” section of Canvas, and hold a minimum of one office hour per week (ideally a live, interactive hour for students).
7. Complete course evaluation and maintain the Course Hour Worksheet as needed.
8. Enter final grades in the student record system.
9. At least two weeks before a given course is scheduled to open:
  - a. Perform quality assurance on the latest iteration of the course to ensure that hyperlinks are in order, the syllabus and assignments are up to date, and quiz questions and final exams are clear and contain no errors.
  - b. Update due dates and confirming parameters in Canvas for all assignments, including discussions, quizzes, term papers and proposals, etc.
  - c. Update courses as needed so that they fully reflect current knowledge and the *status questionis* in the subject matter, take full advantage of available technologies to maximize day-to-day faculty presence, and best achieve learning outcomes.

#### **Qualifications and Requirements:**

1. **Education:** Ideally candidates will have a terminal degree in Theology with a concentration in CST from an accredited institution.
2. **Experience:**
  - a. Teaching experience is required, and online teaching experience is strongly preferred.
  - b. Experience working in CST- related areas within parishes or dioceses is required.
3. **Language:** Fluency in both Spanish and English is strongly preferred.
4. **Candidate must be a practicing Catholic** in good standing with both knowledge of and fidelity to the teachings of the Catholic Church, and with a commitment to supporting *Ex corde ecclesiae* and the New Evangelization in the context of CDU’s mission.
5. Candidate must have a sincere commitment to student support and success.

If interested, please submit your resume and cover letter to Dr. Elizabeth Shaw, Associate Dean for Accreditation, at [eshaw@cdu.edu](mailto:eshaw@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.*