



CATHOLIC DISTANCE UNIVERSITY

Natural Science Professor Job Description

Reports to: Faculty Chair

Category of Employment: Adjunct Professor, part-time

Length of course: 8 weeks

Hours: flex schedule

Start Date: Spring 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 an **undergraduate level** course exploring one of the natural sciences (biology, astronomy, geology, etc.), which will serve as a general education requirement in two programs: the AA in Liberal Arts with a concentration in Catholic Studies and the BA in Theology.

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 have a terminal degree in the field from an accredited institution.
2. **Experience:**
 - a. Teaching experience is required
 - b. online teaching experience is strongly preferred
3. **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.
4. 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.

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.