



CATHOLIC DISTANCE UNIVERSITY

# Philosophy Professor Job Description

**Reports to:** Faculty Chair

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

**Length of course:** 8 weeks

**Hours:** flex schedule

**Start Date:** April 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 a **bachelor's level** course exploring medieval philosophy including Christian philosophy and Aquinas.

## **Responsibilities:**

1. Initiate a weekly asynchronous discussion by 9 am EST on Monday of each week of the course.
2. Post grades for weekly discussions by 9 am EST of the following Tuesday.
3. Timeliness is required in answering student inquiries and responding to student needs related to the coursework.
4. Conduct, monitor, and evaluate online interaction and discussion and supervise the online classroom.
5. Attend the CDU faculty webinar.
6. Hold a minimum of one office hour per week (ideally a live, interactive hour for students) and post office hour time and contact information in the course syllabus and "instructor information" section of Canvas.
7. Complete course evaluation and maintain contact hour calculator worksheet.
8. Enter final grades in the student record system.
9. At least two weeks before a given course is scheduled to run, CDU faculty are responsible for:
  - a. 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.

- b. Updating assignment due dates and confirming assignment parameters in Canvas for all assignments, including discussions, quizzes, term paper/paper proposals, etc.
- c. 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.

**Qualifications and Requirements:**

1. **Education:** Ideally have a terminal degree in Philosophy from an accredited institution.
2. **Experience:**
  - a. Must have experience teaching.
  - b. Preferably have experience teaching online.
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. 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.*