

FACULTY – PART TIME

Description

Academic faculty provide the instruction that is integral to the mission of WITS. Faculty members work with the administration and each other to create strong academic departments that provide a well-rounded grounding in their discipline.

Reporting Relationships

Reports to the Academic Dean (General Studies Faculty) or the Menacheles (Kodesh Faculty)

Duties and Responsibilities

- Designs and implements course curricula and writes syllabi which include required texts, assessments/assignments, and grading components. Syllabi must be approved in advance by the Menacheles or Academic Dean. It is understood that adjustments may be made as necessary. Curricula should be on an undergraduate level and comparable to the equivalent courses offered at other undergraduate institutions
- Reads and complies with all institution requirements, regulations, and policies which are included in the faculty handbook and in emails sent before the start of the semester. Special attention should be paid to the sections on missed exams, dress code and comportment with students
- Responds to administration and student emails and/or phone calls related to the course within a 24-48 business-hour window
- Provides students with career and graduate school guidance related to their particular field
- Follows up on students' absences of more than two weeks in a row and reports concerns to the Administration. For safety and security purposes, faculty should submit attendance forms to the office regularly
- Attends faculty meetings and interacts collegially with staff and fellow faculty members
- Carries out all course assessments as needed, including creating and scoring rubrics
- Submits grades and assessments by semester deadlines

Minimum Skills/Experience Required

- For general studies instructors: a minimum of a master's degree in field of instruction or related field, or significant professional experience. Doctoral level preferred
- For Jewish studies instructors: advanced degree or relevant seminary training
- Basic experience with and knowledge of MS Office, especially Word and Excel, and MS One Drive
- Engaging interpersonal skills for working with a broad range of students, parents, and faculty
- Willingness to take direction from the Department Chair and the Menacheles/Academic Dean
- Prior teaching experience in higher education setting preferred

To apply please send curriculum vitae and cover letter to:

Dr. Leslie G. Klein, Academic Dean

lklein@wits.edu

Non-Discrimination Policy

WITS is committed to its mission as a women's institution of higher learning. WITS prohibits discrimination in educational policies, employment, campus services and activities on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law. With respect to admission, WITS admits qualified women of the Orthodox Jewish faith without regard to age, color, creed, disability, national/ethnic origin, race, religion, sexual orientation, or veteran/uniform status.