

Political Science Instructor, part-time

Classification Title: Adjunct Teaching
Department: Political Science
Tenure Information: Adjunct non-tenure



Job Description

BASIC FUNCTION

Teach a variety of courses in the subject area.

Classes held primarily at the UCR Palm Desert Campus. They may also be held at the College of the Desert campuses, Sherman Indian High School, Noli Indian School, or reservation communities. Classes may be scheduled during the day, evening, or weekends.

Part-time faculty assignments are filled on an as-needed basis utilizing this applicant pool. The number of available openings will vary from semester to semester. Candidates selected for the pool will be contacted by the College should a vacancy arise.

About California Indian Nations College

California Indian Nations College began with a Strategic Planning Committee (CINC SPC) comprised of over 35 members, a coalition of constituents from the local Indian Community within the Southern California region. The CINC SPC supported a vision to establish a two-year, accredited college with a curriculum that incorporates Indigenous culture, Native language revitalization, and a re-institutionalization of traditional Native American values.

With the support of the local Indigenous community, Twenty-nine Palms Band of Mission Indians, College of the Desert, and the Native American educators who serve on the CINC SPC, CINC has become an integral part of an initiative supported by Chancellor Wilcox of UC Riverside (UCR) and the UCR Chancellor's Native American Advisory Committee to create this college for all Indigenous Nations in- and potentially outside the state of California. Given this high-level professional support, CINC will serve as a pipeline for future university students.

According to the American Indian Higher Education Consortium, there are currently 37 accredited Tribal Colleges and Universities in the United States of America, with most positioned in the North and Northwest; yet not one accredited Tribal College is in California. Thus, CINC, located in Southern California, will be a monumental establishment for the future of all Native people in the southwest region and beyond.

With the continued dedication of the CINC Strategic Planning Committee, the CINC Foundation, and with the support of and partnership with Twenty-Nine Palms of Mission Indians, College of the Desert, and the University of California Riverside, CINC aims to become the first accredited tribal college in California in decades.

CINC is located in Palm Desert, California, in the heart of Southern California Indian Country. Nearly a dozen reservation communities are nestled among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.

Essential Duties

Examples of Job Duties

A. Classroom responsibilities

- a. Meet classes/laboratories on day and times assigned.
- b. Develop and implement instruction for each class/laboratory period which is consistent with the official course outline.
- c. Develop and distribute the first week of class, a written syllabus for each course to communicate to students course objectives, grading criteria, and classroom policies.
- d. Demonstrate respect for student rights as specified in College policy and applicable laws.
- e. Ensure course textbooks and instructional materials are made available to students in a timely manner.
- f. Refer students to tutoring and related student services when appropriate.
- g. Supervise student in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.

B. Evaluation of Students

- a. Evaluate students' progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation.
- b. Return assignments and examination results in a timely fashion.
- c. Assign grades to students in the manner provided by College policy and administrative procedure and prescribed by the Education Code and Title V regulations for the State of California.
- d. Submit required administrative paperwork, including grade report forms, in a timely and accurate manner.

C. Curriculum – Part-time responsibility

D. Student Advising – Part-time responsibility

E. Professional Development – Part-time responsibility

Additional Responsibilities

- a. Abide by department regulations concerning the proper use, care, and security of equipment.
- b. Advise Supervisor of unsafe conditions or potential hazards and recommend solutions.
- c. Keep official records required by College policy and administrative procedures and submit them in accordance with College procedures.
- d. Other duties as assigned.

Optional Duties*

- a. Advise enrolled students on such matters as: Learning skills, collateral or enrichment reading or experience opportunities for further understanding of the courses or subject field, career alternative/opportunities related to the subject field.
- b. Provide academic assistance and related services to students during office hours.
- c. Participate in the growth of the College and its academic affairs.
- d. Participate in the development and review of curriculum as needed.
- e. Participate in the development of alternative teaching modalities.
- f. Schedule, announce to students in all classes, and maintain office hours.
- g. Participate in advisory committee meetings as required.
- h. Participate in professional development activities.
- i. Attend and participate in department/center meetings when assigned by the College or shared governance.
- j. Participate process of shared governance by contributing to the academic community through committee work on the department division or college level, or participate in other significant non-classroom college or community activities.
- k. Consult with Supervisor on personnel needs; assist with position announcements, recruitment, and screening/interviewing committees.
- l. Participate in mentoring of new faculty as assigned.

*All optional duties are on a voluntary basis, but some may have compensation. Consult with departmental Dean for clarification.

MINIMUM QUALIFICATIONS

Master's in Political Science, Government or International Relations

OR

Bachelor's in any of the above AND Master's in Economics, History, Public Administration, Social Science, Sociology, Ethnic Studies, J.D., or LL.B.

OR

The equivalent.

If you do not clearly meet the minimum qualifications as they are defined, you must submit an equivalency request form along with your application materials.

EQUIVALENCY REQUESTS & FOREIGN EQUIVALENCY EVALUATIONS

If you do not clearly meet the minimum qualifications as they are defined, you must submit an [Equivalency Request](#) Form and narrative with your application.

Degrees earned outside of the U.S. require that a Foreign Equivalency Evaluation be uploaded in addition to the foreign transcripts.

PREFERRED QUALIFICATIONS

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students, especially the Native American population.

Salary Range/Rate CINC Support Activities - \$38, Master Degree Lecture Rate - \$58.15, Master Degree Lab Rate - \$49.43, Doctorate Degree Lecture Rate - \$61.20, Doctorate Degree Lab Rate - \$52.02

Close Date Open until filled
Open Until Filled Yes

Special Instructions to Applicants

REQUIRED ATTACHMENTS: Applications **missing** any of the required documents listed will **not** be considered.

TO APPLY:

Please send the following items to hr@Cincollege.org: **

- Resume / CV
- Unofficial Transcripts: Must be from an accredited institution, show name of institution, degree awarded, discipline, and date awarded. Diplomas will not be accepted in lieu of the required transcripts.
- List of references.

REFERENCES:

References must include a minimum of 2 supervisors **and** 2 current or previous colleagues. **Please include** name, title, email, and current phone numbers.

**Please note that we are currently in an accreditation incubation period with College of the Desert and all of our instructors must also be employed by them. Therefore, an additional application, selection, and interview processes through College of the Desert are required in order to secure the final position.

Start date: January 28, 2020.