



JOB ANNOUNCEMENT

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

POSITION BRIEF

The incumbent is expected to teach courses for California Indian Nations College in partnership with College of the Desert (COD). Employment entirely is contingent upon successful completion of the hiring process and approval to teach as an adjunct for COD.

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.

APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the positions below. Please submit your CV and/or resume along with your cover letter at hr@CINCollege.org.

See job description below.

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 is an exciting opportunity! We are a start-up tribal college with a curriculum that incorporates Native culture, language, and values. The College is committed to becoming the first accredited two-year tribal college in California. With the support of the Twenty-Nine Palms Band of Mission Indians, College of the Desert, UC Riverside, and Native American educators and community members, we are growing faster than we could imagine!

We aim to continue this momentum with the inclusion of highly-skilled, experienced, and motivated individuals who can help us do a nearly impossible task: build the College from the ground up. CINC needs creative individuals with the ability to excel at their positions and engage with students from a wide range of academic skills and backgrounds.

CINC is currently located in Palm Desert, California, in the heart of Southern California Indian Country. Multiple reservation communities are nestled in the Coachella Valley 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.

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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 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 Yes

Special Instructions to Applicants

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

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.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

**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, 2019.