



About South University

South University seeks part-time adjunct faculty to teach online courses. We are currently offering courses in the following areas: business administration, information technology, criminal justice, legal studies, nursing, health science, healthcare management and general education. We are also beginning the staffing process for future
A complete list of courses can be found at our Web site www.southuniversity-online.com/catalog/

All online courses are 5.5 weeks in length and are delivered in an asynchronous, Web based model. Courses are highly interactive and include lectures, discussion, individual and group assignments, and critiques. Faculty are required to be online five of seven days per week without missing two consecutive days to answer student questions, facilitate class discussion, and work with students individually and in groups. Teams of faculty, industry-experts, and instructional designers have designed all courses. Faculty members are required to teach the course as it has been developed.

Online Faculty Expectations

The following is expected of faculty teaching online courses through South University

- Successfully complete the 3-week Online Assessment/Facilitator Training course
- Work with a mentor during the first one or two times teaching online
- Teach the South University course as it has been developed, using the stated course competencies, assignments, texts, etc.
- Participate in the South University evaluation process
- Log-in to the virtual campus once per day to answer student questions. Students will expect a response to personal questions from the instructor within 36 hours; Log-on to the virtual classroom to teach and facilitate class discussion 5 of 7 days per online week without missing 2 consecutive days
- Additional accountabilities as described in the attached Online Faculty Position Description

Qualifications

For accreditation purposes, we require a Master's and minimum of 18 graduate hours in the general teaching topic area from a regionally accredited institution. Additionally, please see qualifications in the "Position Requirements" section of the attached Online Faculty Position Description.

Please review the courses we offer and identify which courses you feel you would be interested and qualified to teach. The South University online course catalog can be accessed from the following address: www.southuniversity-online.com/catalog/

Compensation

The compensation for an adjunct facilitator with a Master's degree is \$1500.00 per class and facilitators with PhD or terminal level degree is 1600.00 per class.

Proprietary Issues

The online courses and materials relating hereto, in whatever form, offered by South University are and shall remain the sole and exclusive property of South University. All models, curricula, programs, materials and systems designed or developed by instructors engaged by South University in connection with the teaching of such courses shall be and remain the sole and exclusive property of South University.

Technology

In general, the following technical specifications are required:

Your computer must meet the minimum tech requirements of the software that you will be using in your course. As a general guideline faculty should not have computer specifications less than a Pentium III CPU, Windows 2000 or XP, and 512 MB RAM or MAC G3 with 512 MB RAM. Actual hardware requirements are dependant on the software titles and versions required for class. The requirements for running the software vary and are subject to change. Hardware requirements for the software can be found through JourneyEd at this website: <http://www.journeyed.com/south>.

Internet Service: 56k or higher Internet connection with specified browser is required. It is recommended for faculty to have broadband, DSL, or other high-speed connections for all online courses.

Internet Service Provider: A reliable connection to the Internet is an absolute requirement to successfully engage with our course material, and participate in course discussions.

Browser: Courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0 (PC), v5.2 (MAC), Safari 1.0 (MAC), or Firefox. Current plugins for Shockwave Flash and QuickTime may be required for viewing course media. Other equipment may be required depending upon course specifications. South University does not supply instructor hardware. **Software and textbooks** will be provided.

POSITION DESCRIPTION

TITLE: Online Faculty

POSITION SUMMARY:

Instruct and facilitate meaningful learning of the course competencies in the curriculum and proactively support all facets of the online learning environment. Provide career education through learner-centered instruction that will enable graduates to fulfill the evolving needs of the marketplace. Encourage a culture of learning that values mutual responsibility, life-long learning, diversity, and ethics as well as personal and professional development.

KEY JOB ELEMENTS:

1. Provides competency-based education
2. Delivers online class instruction of the South University approved online course
3. Enables student exit competencies
4. Delivers learner-centered instruction through distance delivery mechanisms
5. Encourages student success
6. Manages the online class environment
7. Contributes to a culture of learning

8. Relates industry experience to learning

POSITION REQUIREMENTS:

- Credentials and work-place experience directly related to the online course and
- consistent with regulatory requirements of institution from which course is being offered, this includes a master’s degree and 18 hours of graduate work from a regionally accredited institution in the area you would be teaching
- At least one year on-ground teaching experience at South University, or other higher education institutions
- Successful completion of the Online Facilitator Training course; recommendation of online trainer
- Excellent oral and written communication skills
- Excellent critical thinking and decision-making skills
- Excellent teaching skills as evidenced in prior teaching evaluations
- Willingness to work in an accelerated learning format and to work online with students 5 of 7 days per online week without missing 2 consecutive days
- Access to computer (specifications to be provided) and phone line at home

	Position Requirements/Preferences
Appropriate Credential(s)	<ul style="list-style-type: none"> • Has sufficient credits in major area • Meets accreditation criteria for major area • Must have official transcripts on file <i>(note: Faculty are required to seek higher credentials when so instructed; ex. school changes accreditation status)</i>
Organizational Skills	<ul style="list-style-type: none"> • Handles and meets multiple deadlines • Develops projects without continuing direct supervision • Reports necessary data and information timely and accurately
Professional Criteria	<ul style="list-style-type: none"> • Demonstrates excellent written and oral communications skills • Communicates in Standard English with correct usage and a professional vocabulary • Is able to develop a professional rapport with diverse school/campus constituents • Demonstrates good conflict resolution skills
Learning-Centered	<ul style="list-style-type: none"> • Demonstrates student-focused style • Exhibits willingness to learn from students’ participation
Learning Styles and	<ul style="list-style-type: none"> • Demonstrates awareness and sensitivity to student needs and learning styles

Methodology	<ul style="list-style-type: none"> • Delivers subject material in ways that engage students • Maintains the quality of education while presenting difficult concepts to learners
Customer-Orientation	<ul style="list-style-type: none"> • Responds to all constituents in a timely, civil, and courteous manner
General Characteristics	<ul style="list-style-type: none"> • Works collegially with staff and faculty • Has an attitude of service to the institution and its constituents • Is self-motivated, articulate, and professional • Exhibits a positive, enthusiastic, and constructive attitude while dealing with issues • Works well with other faculty and staff within the school and community • Possesses a high energy level • Is able to see beyond his/her courses to the vision of the school as a whole • Considers him/herself a part of the Academic Affairs team rather than a single faculty member
Personal Characteristics	<ul style="list-style-type: none"> • Enjoys learning, believing in the value of education and recognizing the importance of appropriate education credentials • Exhibits professional behavior and ethics • Is fair and consistent in all matters • Is compassionate without being ineffectual
Teaching Experience (Preferred)	<ul style="list-style-type: none"> • Documents prior teaching experience, college-level preferred • Presents examples from previous courses if possible
Industry Experience (Preferred)	<ul style="list-style-type: none"> • Documents current industry experience • Holds continuing professional membership(s) • Documents ongoing professional development • Demonstrates knowledge of subject area and applications • Relates industry experience to classroom

Online Facilitator Training Course

All faculty who would like to apply to teach online, are required to successfully complete the three week Online Facilitator Assessment/Training course, provided by South University, prior to obtaining a teaching position. The course was developed over a two-year period and has successfully trained over 1,000 facilitators across the country in many educational institutions. The course simulates the online environment in which students of South University will be participating and faculty of South University will be teaching.

Goals of the Online Facilitator Training Course

Upon successful completion of the three week assessment/training, you should be able to:

- Compare and contrast the on-ground and online educational paradigms
- Facilitate an online process that has a significant requirement for student interaction as contrasted to lecture-type formats typically used in on-ground environments
- Plan and develop learner-centered educational programs for adult-minded students
- Apply online instructional design and course development concepts and tools in the conversion of an on-ground course

Online Faculty Development Assessment/Training Course

Faculty candidates who successfully complete our initial screening and credentialing process will be enrolled in a three-week assessment/training course. This course is critical to assuring faculty success. It provides faculty candidates with first-hand experience as an online student in our course delivery system. It also introduces them to our policies and procedures including the level of commitment South University expects from both faculty and students. Finally, it allows faculty to practice basic skills for online facilitation, providing an opportunity to learn basic technical skills before facilitating their first class.

In short, this course is a potential faculty member's no-obligation opportunity to explore online learning and teaching. Faculty will be expected to log into the classroom at least 5 out of every 7 days, post in the discussion threads, and complete a wide variety of assignments. The course content and structure mirrors the elements common within our other courses. Faculty learn about the challenges, opportunity, and flexibility offered by teaching online. They also explore the philosophy and practices that make South University different from many online institutions. Often, the bonds they make with their facilitator and fellow students become invaluable in the weeks ahead.

Most facilitators successfully complete this course and look forward to teaching their first online course for South University. Some may discover that facilitating online will not work for them. In either case, this course allows facilitators to make informed decisions about their commitment to teaching at South University. South University believes this is key to assuring faculty success.

Next Steps: How to continue the application process

- 1) Please complete the Online Faculty Application via the Web, ensuring you upload a current resume and work samples as specified.
- 2) Those candidates meeting the requirements for selection to teach for our program will be contacted by email and asked to order official transcripts for all undergraduate, graduate, and post graduate degrees. All International Degrees require official documentation from an evaluation service verifying the US equivalency (Note: www.WES.org is a resource site to find out information for International equivalency documentation).
- 3) Once official transcripts are received, reviewed, and approved, email notification will be sent to schedule the training session.

Selection Notification:

Upon your successful completion of the Online Faculty assessment/training course and based on the recommendation of the trainer, you will be listed as qualified to fill an online adjunct facilitator position with South University. If selected to facilitate an online course, you will sign a letter of appointment and complete additional paperwork associated with the position.

For any questions, please contact Online Faculty Recruitment Team at onlinefacultyrecruit@edmc.edu