



Adjunct Faculty Criminal Justice Studies

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

The main campus in Tiffin is a beautiful 130-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online and at Cincinnati, Columbus, Fremont, Toledo, and at several sites in the Greater Cleveland area. The MBA is also offered at Bucharest, Romania.

From academic programs in sports and recreation management to homeland security/terrorism, communication and management, TU offers more than 25 majors through on-campus and online learning that result in real advantages for our students.

GENERAL JOB DESCRIPTION

Tiffin University is seeking adjuncts to teach in person on-campus daytime classes in the School of Criminal Justice and Social Sciences beginning Fall semester 2021. The school is specifically seeking candidates that have experience in criminalistics and evidence management. Class assignments each semester are dependent on enrollment.

Candidates should hold a master's degree in criminalistics, criminal justice, or a closely related discipline and have experience as a criminal justice professional. Successful candidates will demonstrate a strong commitment to teaching at the undergraduate level. Evidence of effective teaching to diverse learners and experience in promoting and fostering a supportive learning environment using a variety of methodologies are a plus.

MAJOR DUTIES AND RESPONSIBILITIES

Our faculty enjoy an atmosphere of collegiality and mutual respect that promotes outstanding teaching and fosters active intellectual and creative engagement.

- Teach in-person, on-campus daytime classes
- Lead/participate in online discussions with students asynchronously
- Instruct and supervise a diverse population of students in the classroom
- Possess a commitment to student engagement, student success, and instructional excellence
- Ability or willingness to learn to manage class in a hybrid or on-line learning modality based on current state emergency guidelines



- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources
- Assess students' performance through a range of measurement activities and provide accurate assessments of and rich feedback on student work within 4 days of submission.
- Engage students face-to-face and through electronic communications
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution, and collection of assessments for courses and program objectives
- Demonstrate effective communication skills, both written and oral
- Employs positive and professional tone in all communications with students, staff, and faculty
- Provides direction and leadership within the classroom by displaying an effective working knowledge of the subject matter and by demonstrating best practices relating to teaching/instructional techniques
- Build positive and professional relationship with students, colleagues, and college administration
- Submit timely University reports and forms to the appropriate divisions and departments
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to Tiffin University policies and procedures
- Respond to all student requests for help within 24 hours by email, phone, or instant messaging
- Participate in on-going training and attend institutional meetings as required
- Assist in efforts to recruit and retain students

QUALIFICATIONS FOR THE JOB

Education:

Master's degree in criminalistics, criminal justice, or a closely related discipline.

Experience:

Professional experience in the field of criminalistics and evidence management through current or prior employment in a municipal, state, or federal criminal justice agency. Prior teaching in a college and/or university setting and/or teaching in a criminal justice academy preferred.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative class room environment by bringing diverse students and ideas together.



Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

ALL QUALIFIED APPLICANTS

Qualified Applicants should send a letter of application, CV/resume, the contact information of three professional references, copies of any prior teaching evaluations, and copies of transcripts of graduate coursework addressed to

Dr. Sandra Miller, Department Chair, Undergraduate Criminal Justice and National Security Programs
(millersj@tiffin.edu).



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

Tiffin University is an Equal Opportunity Employer