



# UNIVERSITY *of* WEST FLORIDA

*Inviting Applications and Nominations for*

## **Remote Adjunct Faculty for Computer Science**

**HAL MARCUS COLLEGE OF SCIENCE AND ENGINEERING**

VISIT [UWF.EDU](http://UWF.EDU) TO LEARN MORE.

*Hal Marcus College of Science and Engineering*



## THE OPPORTUNITY

The **University of West Florida (UWF)** seeks adjunct faculty to teach and facilitate classes remotely for its online programs in **Computer Science** in the Department of Computer Science. Faculty will facilitate learning through online course instruction to students enrolled in these programs.

These adjunct faculty will report to the Chair of the Department of Computer Science. Graduate courses are taught in 8-week sessions (two per semester), and undergraduate courses have 16-week sessions. The undergraduate classes average 40 students with graduate classes averaging 25 students.

UWF uses Canvas for its online course teaching resources. All of the course modules for these academic programs have been developed and are ready for use.

With a history of more than 50 years of being a leader in education, the University of West Florida offers a variety of online degree programs with a mission to create the next generation of big thinkers. Based in Pensacola, Florida, UWF's forward-thinking programs prepare students for success through creative, collaborative learning experiences. Consistently named a top Military Friendly® School, UWF holds

named a top Military Friendly® School, UWF holds many accreditations and rankings and provides a wealth of benefits for its online students.

UWF Online is approved by the National Council for State Authorization Reciprocity Agreements. The voluntary agreement among member states and U.S. territories establishes comparable national standards for interstate offerings of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in other states.

### DEPARTMENT OF COMPUTER SCIENCE

UWF offers Bachelor of Science and Master of Science degrees in Computer Science and in Cybersecurity and a Bachelor of Science in Software Design and Development. Additionally, the Department offers minors and certificates. UWF has been designated as a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency. The B.S. in Computer Science at UWF is accredited by the Computing Accreditation Commission of ABET, <https://www.abet.org>.

## POSITION QUALIFICATIONS

### Teaching Undergraduate Level Courses:

- A Master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties is *required*.
- Experience in an online learning environment is preferred.
- Undergraduate level courses are part of the traditional programs.

### Teaching Graduate Level Courses:

- A Ph.D. degree in an appropriate field of specialization from an accredited institution.
- Experience in an online learning environment is *preferred*.
- Graduate level courses are part of the UWF Online programs.

## RESPONSIBILITIES OF ADJUNCT FACULTY

- Attend orientation developed by the Department Chair.
- Deliver course modules in a manner that ensures objectives and learning outcomes are achieved.
- Maintain regular office hours for students to ask questions or seek assistance with coursework.
- Complete grading of tests and other course assignments in a timely manner, providing feedback as needed.
- Maintain and report student grades and attendance in accordance with UWF policies and procedures.



### OUR MISSION AT UWF IS TO:

- provide high-quality undergraduate and graduate education,
- conduct teaching and research that services the body of knowledge, and
- contribute to the needs of professions and society.

### OUR VISION

A spirited community of learners, launching the next generation of big thinkers who will change the world.

### OUR VALUES

Our institutional values—shared by students, faculty, and staff—make UWF a great place to learn and to work. UWF maintains policies and practices and pursues initiatives congruent with our values.



## APPLICATION & NOMINATION PROCESS

*Confidential inquiries are welcomed, and nominations are invited.*

### Applications

- 1) Application packet must include:
  - a) A letter of application
  - b) Current curriculum vitae
  - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
  - d) Copies of higher education transcripts (*Official transcripts will be requested later in the search.*)

- 2) Submit application packet (preferably as PDFs) to:  
**UWF22@myersmcrac.com**

*Additional information will be requested upon receipt of application.*

Review of applications begins immediately, and multiple positions are available. Applications will be accepted and reviewed on a rolling basis until all positions are filled.

### Nominations

Submit nominations to:  
**UWF22-nominate@myersmcrac.com**  
with complete contact and e-mail information for the individual being nominated.

**Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, is assisting the University of West Florida with this search.



*It is the policy of University of West Florida not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans."*