



# TILLAMOOK BAY

## COMMUNITY COLLEGE

**Position Title:** Adjunct Faculty - Physics

**Department:** Physics

**Work type:** Adjunct

**Term of Employment:** Varies by Instructional Term

**Compensation:** Compensation in accordance with Board Policy

**Organizational Relationship:** Reports to the Vice President, Instruction and Student Services

**Location:** Tillamook, OR

**College and Area Information:**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

**Vision, Mission, and Values:**

*Vision:* TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

*Mission:* TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

*Values:* Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented**  
**Innovative**  
**Student-Centered**  
**Equitable**  
**Scholarly Excellence**

**TBCC Equity Statement:**

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

### **Adjunct Faculty, Physics:**

Under the direction of and in close collaboration with the Vice President, the successful faculty member will serve Tillamook Bay Community College by teaching a variety of physics courses to ensure students learn and successfully complete their educational goals. TBCC seeks a collegial, dynamic educator committed to creating an environment of active student learning while engaging in scholarly activity and service in accordance with the mission and goals of the department and college.

The successful candidate must be able to act as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with people at all levels. TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

### **Essential Job Functions:**

#### **Key Areas**

- Effectively teach coursework in assigned discipline.
- Support student's academic success through innovative teaching and support mechanisms.
- Engages in assessment of programs, course, program and institutional learning outcomes via Student Outcomes & Assessment database.
- Attend faculty professional development and orientations as required and requested.

#### **Specific Duties**

- Teach coursework that may range from developmental education through transfer level courses following course learning outcome guidelines.
- Measures student progress, course progress, program progress and institution level progress and uses data to improve all.
- Meets all scheduled class periods and makes up any absences promptly. May be asked to fill in for adjunct faculty in emergency situations.
- Prepares and develops materials for assigned classes.
- Communicates objectives and expectations of each course through multiple modalities and checks for understanding (e.g. in person, syllabi, Canvas).
- Grades according to course objectives and reports students' progress in a timely manner.
- Utilizes Canvas gradebook and Drop Out Detective to ensure student success.
- Integrates current teaching methods and technological changes and developments into curriculum and classroom presentations.
- Utilizes outcome-based learning principles.
- Uses institutional process (e.g. database) to collect and analyze information.
- Works with Librarian to familiarize students with the availability and use of reference materials and Internet research in discipline.
- Engages in active teaching and field best practices utilizing innovation and creativity.
- Is not afraid to take risks, monitor implementation, assess and revise as needed.

- Supports diversity through inviting classroom and learning environment.
- Establishes, posts and maintains office hours and is accessible based on student need according to policy and procedure.
- May provide support to students outside of the classroom environment as needed (e.g. tutoring labs, studios).
- In conjunction with Student Services, assists with academic discipline related advising and retention efforts.
- Applies appropriately identified accommodations for students with differing abilities.
- Supports student activities.
- May mentor new adjunct faculty in discipline.
- Works cooperatively across the college to help the college achieve its mission and goals.
- Utilizing expertise, provide input on subject area pre-requisites for all programs, courses and certificates.
- May serve as sponsor for dual credit instructors in high schools.
- Reviews library holdings related to discipline at least annually and recommends materials for purchase.
- May provide input and feedback on instructional and instruction related budgetary needs, and development.
- Provides feedback and input, when asked, on institutional and academic policies and procedures.
- May represent the instructional area and the college in local/state/consortia meetings as assigned.
- Participates in evaluation process according to policy and procedure.
- Maintains a positive, professional demeanor.
- May serve as a representative of the instructional department to include participation on curriculum committee, faculty meetings, and faculty senate.

### **Knowledge, Skills, Abilities**

- Requires people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
- Strong writing skills.
- Effective presentation skills.
- Strong organizational skills.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.

### **Qualifications:**

#### **Minimum Qualifications**

- Master's degree in discipline or master's degree in related discipline plus a minimum of 6 graduate level credits in subject. Candidates with a bachelor's degree may also be considered on a case-by-case basis based on relevant experience.

- Experience working in an educational environment and/or teaching at the college level.
  - Minimum three years of positive work history.
  - Proficient in Microsoft Office applications.
- NOTE:** Some travel may be required including professional meetings. Occasional evening or weekend work.

### **Preferred Qualifications**

- Doctorate in subject.
- Five years' experience working in higher education.
- Applicants demonstrating expertise or experience in serving under-prepared students will be given preference.
- A genuine passion for teaching, scholarship and service is strongly desired.
- Knowledge of innovative and effective classroom teaching methods will also be appreciated.

### **Application Information:**

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: [hr@tillamookbaycc.edu](mailto:hr@tillamookbaycc.edu). Candidate selected for hire must provide official academic transcripts. Position open until filled.

### **Equal Opportunity Employer:**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021

