

Part-Time Faculty, Social Sciences

Position Title	Part-Time Faculty, Social Sciences
Department	Instruction / Social Sciences
Work Type	Part-Time Faculty / Adjunct
Employment Status	Part-time, as-needed, course-by-course assignment
Term of Employment	Varies by instructional term and course assignment
Reports To	Dean of Instruction or designated instructional administrator
Location	Tillamook, Oregon; assignments may include in-person, hybrid, remote, online, evening, weekend, and/or off-site instruction based on college need
Compensation	In accordance with the applicable part-time faculty salary schedule, Board policy, and assigned Notice of Teaching Appointment

College Overview

Tillamook Bay Community College serves the educational and workforce needs of Tillamook County and the surrounding region through accessible, high-quality instruction and student-centered support. The College is committed to educational excellence, equity, community collaboration, and opportunities for lifelong learning.

TBCC values relationship-oriented service, innovation, student success, equity, resourceful teamwork, and scholarly excellence. Part-time faculty play an important role in supporting these commitments through effective instruction, inclusive learning environments, and meaningful engagement with students.

Position Summary

The Part-Time Faculty member in Social Sciences provides high-quality instruction in assigned social science courses. Teaching assignments are based on institutional need, enrollment, modality, and the instructor's documented qualifications.

Courses may include, but are not limited to, psychology, sociology, anthropology, history, political science, economics, human services, criminal justice, or other social science-related disciplines, depending on the candidate's credentials and approved course assignment.

The instructor is responsible for supporting student learning, teaching to approved course outcomes, maintaining accurate course records, using Canvas, Jenzabar, and other approved college systems as required, communicating clearly with students, and participating in course-level assessment activities as assigned.

Part-time faculty appointments are made on a term-by-term and course-by-course basis. Placement in an adjunct pool or prior teaching assignment does not guarantee future course assignment.

Essential Duties and Responsibilities

The following duties are essential to the position and may be performed with or without reasonable accommodation:

1. Teach assigned social science courses in accordance with approved course outlines, course learning outcomes, syllabus requirements, institutional expectations, and applicable accreditation or transfer standards.
2. Prepare and maintain course materials, syllabi, assignments, assessments, grading criteria, and instructional resources appropriate to the course, modality, and student learning outcomes.
3. Provide instruction using effective, evidence-informed, and inclusive teaching practices that support students with varied academic preparation, learning needs, backgrounds, and educational goals.

4. Communicate course expectations clearly, including learning outcomes, grading standards, attendance expectations, academic integrity expectations, assignment due dates, and available student support resources.
5. Use Canvas, the College's learning management system, for all assigned sections to post course materials, communicate with students, maintain current grade information, provide feedback, support engagement, and complete course-level assessment activities as required. Canvas use is required for all modalities.
6. Evaluate student performance using appropriate assessment methods and provide timely, constructive feedback aligned with course learning outcomes.
7. Submit roster verification, attendance or participation information, early alert information, midterm reports, final grades, assessment data, and other required instructional records through Jenzabar, Canvas, or other approved college systems within established reporting timelines.
8. Maintain reasonable availability to students outside of scheduled class time through office hours, student appointments, email, Canvas communication, or other methods established by college policy or assignment.
9. Refer students to appropriate academic, accessibility, advising, tutoring, technology, mental health, financial aid, or other student support services when needs arise.
10. Provide approved academic accommodations in coordination with the College's accessibility/disability services process and support accessible course design and instructional materials.
11. Participate in course-level assessment of student learning outcomes and use assessment results, student feedback, and instructional reflection to improve teaching and learning.
12. Maintain currency in the assigned discipline and in effective teaching practices, including online, hybrid, and technology-supported instruction as applicable.
13. Complete required onboarding, instructional design, compliance training, instructional technology training, accessibility training, FERPA training, Title IX or civil rights training, and other required college training within established reporting timelines.
14. Maintain accurate records, protect student confidentiality, and comply with applicable federal and state laws, college policies, administrative procedures, and instructional expectations.
15. Work collaboratively and professionally with faculty, staff, instructional leadership, student services, and other college personnel to support student learning and college operations.
16. Attend required orientation, department, instructional, assessment, or professional development meetings when assigned and compensated in accordance with college policy or applicable employment agreement.

Possible Additional Assignments

Depending on institutional need and documented qualifications, a part-time faculty member may be asked to support activities beyond assigned teaching responsibilities, such as curriculum review, course revision, assessment projects, dual credit faculty mentor work, program review, or other discipline-related projects. These activities may include reviewing course outlines, updating course learning outcomes, providing discipline-specific input, or entering/reviewing information in the College's curriculum management software.

These responsibilities are not assumed as part of the standard part-time teaching role unless specifically documented and authorized. A separate scope of work, timeline, deliverables, and compensation plan will be developed with instructional leadership.

Minimum Qualifications

1. Master's degree in the assigned social science teaching discipline from a regionally accredited institution or equivalent foreign credential; or master's degree in a closely related field with a minimum of 18 graduate semester credits or 27 graduate quarter credits in the assigned teaching discipline; or an equivalent combination of education, graduate coursework, professional preparation, licensure, certification, and/or tested experience as approved through the College's faculty qualification review process, where applicable.
2. Documented knowledge and preparation sufficient to teach the assigned course content and support achievement of approved course learning outcomes.
3. Ability to communicate effectively with students, faculty, staff, and community members from diverse backgrounds and experiences.
4. Ability to use or learn Canvas, Jenzabar, email, standard office software, and other instructional or administrative technologies required for assigned courses.
5. Commitment to equitable, inclusive, accessible, and student-centered teaching practices.
6. Ability to maintain accurate records, meet established timelines, protect confidentiality, and follow college policies and procedures.
7. Ability to work independently while maintaining effective communication with the supervising administrator, department contacts, and student support services.

Preferred Qualifications

1. Prior teaching experience in a community college, open-enrollment, adult education, high school dual credit, online, hybrid, or other postsecondary environment.
2. Experience teaching students with varied academic preparation, including first-generation students, adult learners, rural students, low-income students, and students balancing work, family, and school responsibilities.
3. Experience using inclusive, culturally responsive, trauma-informed, or universal design teaching practices.
4. Experience with learning outcomes assessment, rubric-based grading, course improvement, curriculum management software, or curriculum alignment.
5. Experience using open educational resources, low-cost course materials, or other strategies that reduce barriers to student success.
6. Experience teaching online, hybrid, remote, evening, weekend, or accelerated courses.
7. Familiarity with Oregon transfer expectations, common course numbering, community college systems, Jenzabar or similar student information systems, Canvas or similar learning management systems, or dual credit/sponsored dual credit instruction.

Knowledge, Skills, and Abilities

The successful candidate will demonstrate the ability to:

1. Teach assigned social science content clearly, accurately, and in ways that promote student engagement and learning.
2. Design and deliver organized, accessible, and outcome-aligned instruction in Canvas and other assigned instructional environments.
3. Use multiple methods of assessment to evaluate student learning and provide meaningful feedback.
4. Communicate respectfully and effectively with students and colleagues.

5. Support student persistence by identifying concerns early and connecting students with appropriate resources.
6. Maintain professional boundaries, confidentiality, and ethical conduct.
7. Adapt instruction to different modalities, technologies, and student learning needs.
8. Work effectively in a small college environment where collaboration, flexibility, and responsiveness are essential.
9. Complete course setup, Canvas readiness, roster verification, attendance or participation reporting, grade reporting, assessment reporting, and other instructional responsibilities within established timelines.
10. Contribute to a welcoming learning environment that values diversity, equity, inclusion, accessibility, and academic excellence.

Working Conditions

Work is typically performed in a classroom, office, remote, online, or other instructional setting. Assignments may require use of a computer, learning management system, student information system, videoconferencing tools, classroom technology, and standard instructional equipment.

Teaching assignments may occur during the day, evening, or weekend and may be offered in person, online, hybrid, remote, or at off-site locations. Occasional travel to campus, instructional sites, meetings, orientations, or trainings may be required depending on assignment.

Physical Requirements

The position requires the ability to perform instructional duties with or without reasonable accommodation. Typical requirements include the ability to communicate with students and colleagues, use a computer and instructional technology, prepare and deliver course materials, access instructional spaces or online platforms, and maintain required records.

Required Application Materials

Applicants should submit the following materials as directed by Human Resources:

1. Completed employment application.
2. Cover letter addressing qualifications for the position.
3. Resume or curriculum vitae.
4. Unofficial transcripts showing qualifying degree and/or graduate coursework.
5. List of courses offered at TBCC that the applicant is able and willing to teach. Applicants should use the [TBCC academic catalog](#) to determine offered courses.
6. Names and contact information for professional references.

Official transcripts may be required upon hire. Foreign transcripts must include an evaluation from an approved credential evaluation service.

Conditions of Employment

Employment is contingent upon verification of qualifications, completion of required hiring documentation, and successful completion of any required background check or pre-employment process. Employees must be authorized to work in the United States.

Part-time faculty are expected to comply with all applicable college policies, administrative procedures, employment requirements, training requirements, and instructional expectations.

Equal Opportunity Statement

Tillamook Bay Community College is an equal opportunity educator and employer. The College does not discriminate on the basis of race, color, national origin, religion, disability, sex, age, marital status, gender, gender identity, sexual orientation, veteran status, or any other status protected by applicable law in employment, admissions, access to education programs, or participation in college activities.

TBCC is committed to creating an inclusive and respectful learning and working environment. Applicants who need reasonable accommodation during the application or hiring process should contact Human Resources.