Position Title: Part-Time Faculty, Humanities / Arts and Letters

Department: Instruction / Humanities and Arts and Letters

Work Type: Part-Time Faculty / Adjunct

FSLA:

Term of Employment: Part-time, as needed; term-by-term and course-by-course

Compensation Band: Per applicable part-time faculty salary schedule

Annual Salary Range: Per assigned course and applicable salary schedule

Initial Placement Salary: Per applicable salary schedule and appointment

Organizational Relationship: Reports to Dean of Instruction or designated instructional administrator

Location: Tillamook, Oregon; in-person, online, hybrid, evening, weekend, and/or off-site assignments

Initial Review Date:

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 is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are just a short drive away. Tillamook County is nestled between the coast mountain range and the Pacific Ocean, with 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.

Part-Time Faculty, Humanities / Arts and Letters:

The Part-Time Faculty member in Humanities / Arts and Letters provides high-quality instruction in assigned courses within one or more humanities, arts, language, and communication disciplines. Teaching assignments are based on institutional need, enrollment, instructional modality, and the instructor's documented qualifications. Courses may include, but are not limited to, literature, writing, communication studies, philosophy, ethics, religious studies, art, art history, music, theater, American Sign Language, Spanish, and other humanities or arts and letters disciplines offered by the College. Applicants are not expected to be qualified in every discipline listed. Teaching assignments are determined individually based on academic credentials, relevant professional experience where applicable, and the College's faculty qualification review process. 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 as instructional needs arise. Applicants may be considered for an ongoing adjunct applicant pool; placement in the pool or a prior teaching assignment does not guarantee future course assignment.

Key Responsibilities:

- Teach assigned humanities and arts and letters courses in accordance with approved course outlines, course learning outcomes, syllabus requirements, institutional expectations, and applicable accreditation or transfer standards.
- Prepare and maintain course materials, syllabi, assignments, assessments, grading criteria, and instructional resources appropriate to the course, modality, and student learning outcomes.
- Provide instruction using effective, evidence-informed, and inclusive teaching practices that support students with varied academic preparation, learning needs, backgrounds, and educational goals.
- Communicate course expectations clearly, including learning outcomes, grading standards, attendance expectations, academic integrity expectations, assignment due dates, and available student support resources.
- 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.
- Evaluate student performance using appropriate assessment methods and provide timely, constructive feedback aligned with course learning outcomes.
- 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.
- 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.
- Refer students to appropriate academic, accessibility, advising, tutoring, technology, mental health, financial aid, or other student support services when needs arise.

- Provide approved academic accommodations in coordination with the College's accessibility/disability services process and support accessible course design and instructional materials.
- Participate in course-level assessment of student learning outcomes and use assessment results, student feedback, and instructional reflection to improve teaching and learning.
- Maintain currency in the assigned discipline and in effective teaching practices, including online, hybrid, and technology-supported instruction as applicable.
- 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.
- Maintain accurate records, protect student confidentiality, and comply with applicable federal and state laws, college policies, administrative procedures, and instructional expectations.
- Work collaboratively and professionally with faculty, staff, instructional leadership, student services, and other college personnel to support student learning and college operations.
- Attend required orientation, department, instructional, assessment, or professional development meetings when assigned and compensated in accordance with college policy or applicable employment agreement.
- Additional assignments, including curriculum review, course revision, assessment projects, dual credit faculty mentoring, or program review, may be requested based on institutional need and documented qualifications. Work beyond regular teaching assignments requires a separately authorized scope, timeline, deliverables, and compensation arrangement.

Skills, Knowledge, and Abilities:

- Teach assigned humanities or arts and letters content clearly, accurately, and in ways that promote student engagement and learning.
- Design and deliver organized, accessible, and outcome-aligned instruction in Canvas and other assigned instructional environments.

- Use multiple methods of assessment to evaluate student learning and provide meaningful feedback.
- Communicate respectfully and effectively with students and colleagues.
- Support student persistence by identifying concerns early and connecting students with appropriate resources.
- Maintain professional boundaries, confidentiality, and ethical conduct.
- Adapt instruction to different modalities, technologies, and student learning needs.
- Work effectively in a small college environment where collaboration, flexibility, and responsiveness are essential.
- Complete course setup, Canvas readiness, roster verification, attendance or participation reporting, grade reporting, assessment reporting, and other instructional responsibilities within established timelines.
- Contribute to a welcoming learning environment that values diversity, equity, inclusion, accessibility, and academic excellence.

Qualifications:

Minimum Qualifications:

- Master's degree in the assigned humanities or arts and letters 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.
- Documented knowledge and preparation sufficient to teach the assigned course content and support achievement of approved course learning outcomes.
- Ability to communicate effectively with students, faculty, staff, and community members from diverse backgrounds and experiences.

- Ability to use or learn Canvas, Jenzabar, email, standard office software, and other instructional or administrative technologies required for assigned courses.
- Commitment to equitable, inclusive, accessible, and student-centered teaching practices.
- Ability to maintain accurate records, meet established timelines, protect confidentiality, and follow college policies and procedures.
- Ability to work independently while maintaining effective communication with the supervising administrator, department contacts, and student support services.

Preferred Qualifications:

- Prior teaching experience in a community college, open-enrollment, adult education, high school dual credit, online, hybrid, or other postsecondary environment.
- 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.
- Experience using inclusive, culturally responsive, trauma-informed, or universal design teaching practices.
- Experience with learning outcomes assessment, rubric-based grading, course improvement, curriculum management software, or curriculum alignment.
- Experience using open educational resources, low-cost course materials, or other strategies that reduce barriers to student success.
- Experience teaching online, hybrid, remote, evening, weekend, or accelerated courses.
- 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.

Benefit Information:

TBCC provides excellent benefits, including medical, dental, and vision insurance, as well as paid leave, long-term disability, and accidental death insurance. Paid leave includes vacation, sick, holiday, and personal leave. TBCC pays all contributions to Oregon PERS, the employer and the employee portion. Tuition waivers are available for eligible employees, spouses, or dependents. Optional benefits include flexible spending, health spending, additional life insurance, and other supplemental insurances, as well as 403(b) retirement accounts.

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 Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1026.

Application Information:

To apply, go to and click on the application link. Complete application packets will receive first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with a cover letter, resume, unofficial transcripts, and application indicating proof of your ability to meet the above job description and a minimum of three references to hr@tillamookbaycc.edu. and click on the application link. Complete application packets will receive first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with a cover letter, resume, unofficial transcripts, and application indicating proof of your ability to meet the above job description and a minimum of three references to hr@tillamookbaycc.edu.