

# Atlantic University

215 67<sup>th</sup> Street  
Virginia Beach, VA 23451  
AtlanticUniv.edu  
[info@atlanticuniv.edu](mailto:info@atlanticuniv.edu)

Job Title: Adjunct Faculty, Transpersonal Psychology
Department: Atlantic University, School of Transpersonal Psychology
Location: Remote/Online
Revision Date: 3/4/19

## Summary

The School of Transpersonal Psychology, which includes graduate and certificate-level online courses, is looking for qualified faculty to teach courses such as, TP5020: Foundations of Transpersonal Psychology.

## Qualifications

Adjunct faculty are required to have a terminal degree (preferably a PhD in Transpersonal Psychology) from a U.S. regionally or nationally accredited university. Faculty with international credentials are required to present an official U.S. degree evaluation by a NACES or AICE recognized evaluation agency.

Experience teaching transpersonal psychology is required, preferably in an online format. Previous online teaching is required.

The position requires computer proficiency, including but not limited to, Microsoft Office (Word, Excel, PowerPoint), G-Suite (Google Docs), PDFs, Video Conferencing (such as with Zoom or Google Hangouts), Learning Management Systems/Classroom Management Systems, preferably with Moodle. Ideal candidates will be digital natives.

Adjunct faculty should be comfortable working independently while maintaining appropriate levels of professionalism and timeliness, both with administration and students.

Adjunct Faculty members should also identify with the mission and vision of Atlantic University.

## Essential Job Functions

The role of Adjunct Faculty is to effectively communicate with the students and help them achieve their educational goals by fostering a supportive classroom environment and providing timely assessment and feedback to all students.

- Teach all assigned classes
- Revise courses as directed by the Curriculum Committee
- Plan for instructional activities to include, but not limited to, written or video lectures, class discussion posting, and class projects

- Course outlines and syllabi should be updated and given to the Curriculum Committee prior to beginning of each course
- Handle online classroom routines, including but not limited to the following: participate in weekly discussion postings; create and post video lectures and/or host video discussions; provide an online classroom environment conducive to learning; administer rules consistently and fairly; establish and maintain classroom control; return papers, discussion posts, exams, and other graded assignments within one week of their due date
- Identify and assess students who are in need of additional instruction to successfully complete the course objectives and provide additional instruction to those students outside of class hours, as needed
- Maintain expertise and technical competence in applicable field of study. If credentialed or certified, maintain all certifications and satisfy all requirements of the professional development plan
- Attend monthly faculty meetings (via video conferencing)
- Work cooperatively with other faculty members, administrative staff, and committee members
- Performs any other duties, as assigned.

Qualified applicants may submit both a CV/Resume and Cover Letter to [info@atlanticuniv.edu](mailto:info@atlanticuniv.edu)

NOTE: This job description is not intended to be all-inclusive. Contractees may perform other related duties as negotiated to meet the ongoing needs of the organization.