



About The Art Institute of Pittsburgh/Online Division (AiP/Online Division)

The Art Institute of Pittsburgh seeks adjunct faculty members to teach online courses within its online division, The Art Institute Online. We are currently offering courses in the following areas: core art and design, fashion retail management, graphic design, game art and design, interior design and residential planning, media arts and animation, interactive media design/multimedia/Web design, culinary, hotel and restaurant management, general education and advertising.

The majority of online courses are 5.5 weeks in length and are delivered in an asynchronous, Web-based mode. Courses are highly interactive and include lectures, discussion, individual and group assignments, and critiques. Faculty members are required to actively participate five of seven days per online week without missing 2 consecutive days to answer student questions, facilitate class discussion, and work with students individually and in groups. Teams of faculty members, industry-experts, and instructional designers have designed the courses, and faculty members are required to teach the courses as developed.

Online Faculty Expectations

The following are expected of faculty members teaching courses through the AiP Online Division:

- Successfully complete the AiP Online Division three-week Online Facilitator Training
- Work with a mentor during the first one or two times teaching online
- Teach the AiP Online Division course as it has been developed, using the stated course competencies, assignments, texts, etc.
- Participate in the AiP Online Division evaluation process
- Log-in to the virtual campus once per day to answer student questions. Students will expect a response to personal questions from the instructor within 36 hours.
- Log-on to the virtual classroom to teach and facilitate class discussion 5 of 7 days per online week without missing 2 consecutive days
- Additional accountabilities as described in the attached Online Faculty Position Description

Qualifications

For accreditation purposes, you must have a Master's and minimum of 18 graduate credits in the general teaching topic area from a regionally accredited institution.

An exception is for Residential Planning diploma program. The criteria for online faculty in residential planning are a bachelor's degree in Interior Design or closely related field and a minimum of 3 years of industry experience.

Additionally, please see qualifications in the "Position Requirements" section of the attached Online Faculty Position Description

Compensation

The compensation for an adjunct online faculty member is \$1500.00 per class.

Proprietary Information

The courses and materials relating hereto, in whatever form, offered by The Art Institute of Pittsburgh Online Division are and shall remain the sole and exclusive property of The Art Institute of Pittsburgh Online Division.

All models, curricula, programs, materials and systems designed or developed by faculty engaged by The Art Institute of Pittsburgh/The Art Institute Online in connection with the teaching of such courses shall be and remain the sole and exclusive property of The Art Institute of Pittsburgh/The Art Institute Online.

Technology

In general, the following technical specifications are required:

Your computer must meet the minimum tech requirements of the software that you will be using in your course. As a general guideline faculty members should not have computer specifications less than a Pentium III CPU, Windows 2000 or XP, and 512 MB RAM or

MAC G3 with 512 MB RAM. Actual hardware requirements are dependant on the software titles and versions required for class. The requirements for running the software vary and are subject to change. Hardware requirements for the software can be found through JourneyEd at this website: www.aistudentstore.com.

Internet Service: High Speed Internet connection with specified browser is required. It is recommended for faculty members to have broadband, DSL, or other high-speed connections for all online courses.

Internet Service Provider: A reliable connection to the Internet is an absolute requirement to successfully engage with our course material, and participate in course discussions.

Browser: Courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0 (PC) or newer, v5.2 or newer (MAC), Safari 1.0 or newer (MAC), or Firefox. Current plugins for Shockwave

Flash and QuickTime may be required for viewing course media.

Other equipment may be required depending upon course specifications. The Art Institute of Pittsburgh/The Art Institute of Pittsburgh Online Division does not supply instructor hardware. **Software and textbooks** will be provided.

POSITION DESCRIPTION

TITLE: Online Adjunct Faculty

POSITION SUMMARY:

Instruct and facilitate meaningful learning of the course competencies in the curriculum and proactively support all facets of the learning environment. Provide education through learning-centered instruction that will enable graduates to fulfill the evolving needs of the marketplace. Encourage a culture of learning that values mutual responsibility and respect, life-long learning and ethics as well as personal and professional development.

Key Job Elements:

- Establishes a learning centered classroom conducive to collaborative learning and student involvement.
- Performs student assessment of learning objectives based on course curriculum and exit competencies.
- Communicates constructive feedback to all students.
- Performs classroom set up in a timely manner, maintains an active presence, and provides active classroom instruction for the entire class period.
- Has knowledge of and utilizes available academic resources and directs each student in ways that foster a successful learning experience.
- Is accessible and assists students in promptly solving problems that may impede successful course completion through advising and/or referrals; enforces institute academic and attendance policies.
- Communicates appropriately with faculty, staff, and administration; expresses ideas and thoughts clearly in written form, and in a professional manner.
- Keeps accurate records; submits grades, attendance and other reports on time.
- Maintains required academic credentials; continues to develop professional and technical skills; remains current on related software or industry trends as appropriate.
- Successful completion of the Faculty Development course and recommendation of online trainer.
- Willingness to work in an accelerated learning format and to work online with students 5 of 7 days per online week without missing 2 consecutive days.
- Consistent access to computer (specifications to be provided) and phone line.

	Position Requirements/Preferences
Appropriate Credential(s)	<ul style="list-style-type: none"> • Has sufficient credits in major area • Meets accreditation criteria for major area • Must have official transcripts on file <i>(note: Faculty are required to seek higher credentials when so instructed; ex. school changes accreditation status)</i>
Organizational Skills	<ul style="list-style-type: none"> • Handles and meets multiple deadlines • Develops projects without continuing direct supervision • Reports necessary data and information timely and accurately
Professional Criteria	<ul style="list-style-type: none"> • Demonstrates excellent written and oral communications skills • Communicates in Standard English with correct usage and a professional vocabulary • Is able to develop a professional rapport with diverse school/campus constituents • Demonstrates good conflict resolution skills
Learning-Centered	<ul style="list-style-type: none"> • Demonstrates student-focused style

	<ul style="list-style-type: none"> • Exhibits willingness to learn from students' participation
Learning Styles and Methodology	<ul style="list-style-type: none"> • Demonstrates awareness and sensitivity to student needs and learning styles • Delivers subject material in ways that engage students • Maintains the quality of education while presenting difficult concepts to learners
Customer-Orientation	<ul style="list-style-type: none"> • Responds to all constituents in a timely, civil, and courteous manner
General Characteristics	<ul style="list-style-type: none"> • Works collegially with staff and faculty • Has an attitude of service to the institution and its constituents • Is self-motivated, articulate, and professional • Exhibits a positive, enthusiastic, and constructive attitude while dealing with issues • Works well with other faculty and staff within the school and community • Possesses a high energy level • Is able to see beyond his/her courses to the vision of the school as a whole • Considers him/herself a part of the Academic Affairs team rather than a single faculty member
Personal Characteristics	<ul style="list-style-type: none"> • Enjoys learning, believing in the value of education and recognizing the importance of appropriate education credentials • Exhibits professional behavior and ethics • Is fair and consistent in all matters • Is compassionate without being ineffectual
Teaching Experience (Preferred)	<ul style="list-style-type: none"> • Documents prior teaching experience, college-level preferred • Presents examples from previous courses if possible
Industry Experience (Preferred)	<ul style="list-style-type: none"> • Documents current industry experience • Holds continuing professional membership(s) • Documents ongoing professional development • Demonstrates knowledge of subject area and applications • Relates industry experience to classroom

SELF EVALUATION FOR POTENTIAL ONLINE FACULTY

	YES	NO
1. Do you have (or are you willing to obtain) access to a computer and phone line at home?	.	.
2. Do you feel that high quality learning can take place without going to a traditional educational facility?	.	<input type="checkbox"/>
3. Do you like the idea of sharing your work, life, and educational experiences as part of the learning process?	.	.
4. Can you make 8 to 10 hours a week (anytime during the day or night) available to participate in the teaching process?	.	.
5. Are you a self- motivated and self- disciplined person?	.	<input type="checkbox"/>
6. Are you comfortable communicating in writing?	.	.
7. Do you see value in being able think about an idea before having to give a response?	.	.
8. Do you subscribe to the value of introducing critical thinking in the learning process?	.	.
9. Do you see the possibility of increased learning taking place when work/ life/ knowledge experiences are shared with peers?	.	.
10. Do you accept the value of facilitated learning?	.	.
11. Do you have the appropriate credentials to teach the subject matter?	.	.
12. Are you willing to participate (on your own time) in a training and mentorship program in preparation for teaching assignments?	.	.

ANALYSIS OF YOUR RESPONSES:

Look carefully at your responses. Most successful online instructors answer YES to Questions 1, 4, 6, 11, and 12, as well as to five of the seven remaining questions. If you answered NO to more than three questions, your interests are probably not aligned with the requirements of this teaching modality.

Online Faculty Development Assessment/Training Course

Faculty candidates who successfully complete our initial screening and credentialing process will be enrolled in The AIP Online Division three-week assessment/training course. This course is critical to assuring faculty success. It provides faculty candidates with first-hand experience as an online student in our course delivery system. It also introduces them to our policies and procedures including the level of commitment AiP

Online Division expects from both faculty and students. Finally, it allows faculty to practice basic skills for online facilitation, providing an opportunity to learn basic technical skills before facilitating their first class.

In short, this course is a potential faculty member's no-obligation opportunity to explore online learning and teaching. Faculty will be expected to log into the classroom at least 5 out of every 7 days, post in the discussion threads, and complete a wide variety of assignments. The course content and structure mirrors the elements common within our other courses. Faculty learn about the challenges, opportunity, and flexibility offered by teaching online. They also explore the philosophy and practices that make AiP Online Division different from many online institutions. Often, the bonds they make with their facilitator and fellow students become invaluable in the weeks ahead.

Most facilitators successfully complete this course and look forward to teaching their first online course for AiP Online Division. Some may discover that facilitating online will not work for them. In either case, this course allows facilitators to make informed decisions about their commitment to teaching at AiP Online Division. AiP Online Division believes this is key to assuring faculty success.

Next Steps: How to continue the application process

- 1) Please complete the Online Faculty Application via the Web, ensuring you upload a current resume and work samples as specified.
- 2) Those candidates meeting the requirements for selection to teach for our program will be contacted by email and asked to order official transcripts for all undergraduate, graduate, and post graduate degrees. All International Degrees require official documentation from an evaluation service verifying the US equivalency (Note: www.WES.org is a resource site to find out information for International equivalency documentation).
- 3) Once official transcripts are received, reviewed, and approved, email notification will be sent to schedule the training session.

Selection Notification:

Upon your successful completion of the Online Faculty Development course and based on the recommendation of the trainer, you will be listed as qualified to fill an online adjunct facilitator position with The Art Institute of Pittsburgh Online Division. If selected to facilitate an online course, you will sign a letter of appointment and complete additional paperwork associated with the position.

If you have any questions or need assistance in this process, feel free to contact

The Online Faculty Recruitment Team

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