ADJUNCT PROFESSOR, BUS 001: FOUNDATIONS OF BUSINESS

Description: The Undergraduate Programs Office of Lehigh’s College of Business and Economics is generating an applicant pool of qualified adjunct faculty to teach BUS 001: Foundations of Business, should openings become available for Fall 2019. The pool will remain in place for one academic year, with applications for Fall reviewed, at the latest, by June. Positions may range from a load of one to three courses, typically taught weekdays during the 8 am to 4 pm time frame. Evening sections may also become available. Each course section requires a minimum of 1 hour of instructional time (class time) per week and, occasionally, up to 2 additional hours per week of engagement in professional development sessions conducted for BUS 001 students across all course sections.

Duties: Primary duties include teaching according to established course learning objectives and schedules and a syllabus that is common across course sections. General duties include preparing for teaching using standard BUS 001 course resources, attending BUS 001 faculty meetings arranged by the BUS 001 course coordinator, holding office hours, assigning grades, and contributing to the assessment of BUS 001 to inform continuous improvement of the course.

Qualifications: Minimum qualifications include a Masters in Business Administration or highly related degree earned by start date, and substantial, professional work experience in business. Higher education teaching experience - ideally teaching business courses - is preferred.

Application Requirements: Submission of a cover letter, a current curriculum vitae (C.V.) or resume, and contact information for three professional references.

To Apply: Please apply online at https://lehigh.co1.qualtrics.com/jfe/form/SV_didAS1x3Oj16V1z. Inquiries could be addressed to Associate Dean Katrina Zalatan, College of Business and Economics, kaz409@lehigh.edu.

About the BUS 001 Course: BUS 001 orients business-degree students to the study of business and to College of Business and Economics (CBE) expectations of undergraduates. Different types of business organizations and their goals are introduced, including overviews of the functional areas of business, their contributions to organizations, and their related careers. Students will begin to identify their professional interests, understand the wider context of business, and be exposed to the business programs and CBE programs and resources available to support their academic and professional success.

About Lehigh: Lehigh University is a coeducational, non-denominational, private university that offers a distinct academic environment of undergraduate and graduate students from across the globe. Lehigh presently offers majors and programs in four colleges: The College of Arts and Sciences, The College of Business and Economics, The College of Education, and The P.C. Rossin College of Engineering and Applied Science. The university serves more than 5,000 undergraduate and 1,900
graduate students. The College of Business and Economics is home to approximately 1,694 undergraduates (including two interdisciplinary programs with the Rossin College of Engineering and Applied Science), 319 graduate students, and 80 full-time faculty members. Lehigh’s College of Business and Economics’ undergraduate programs are consistently ranked among the nation’s finest, ranking 31st in Poets and Quants 2018 ratings for the best business programs for undergraduates.

Located in eastern Pennsylvania, the campus is situated on more than 2,350 acres in close proximity to both New York City and Philadelphia. Lehigh Valley International Airport is 15 minutes from campus.

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