



Position Title: <b>Full-Time Faculty Humanities/Liberal Studies Program</b>	Reports to: <b>Dean of Academic Success</b>
Department: <b>Letters &amp; Science</b>	FLSA Status: <b>Exempt</b>
Classification: <b>Full-Time</b>	Benefit Eligible: <b>Yes</b>
SOC Code: <b>25-1060</b>	Last Updated: <b>06/20/2019</b>
Location: <b>Keshena Campus/Green Bay Campus</b>	Posting Status: <b>Second - OPEN to All</b>
Grant Funded: <b>Not Grant Funded</b>	Application Deadline: <b>July 2, 2024</b>

**Position Summary:** Full-time faculty member teaching courses in the Humanities/Liberal Studies Associate Degree Program. The faculty member will be interested in and able to teach at a community college and baccalaureate level. A faculty member must be committed to working with a diverse range of student interests and abilities. The faculty member will engage in continuous institutional improvement efforts such as assessment, planning, and other related efforts. A faculty member will teach a broad range of courses in the humanities and should have an interest in and ability to work with other faculty to integrate the Liberal Studies/humanities curriculum.

**Position Responsibilities & Duties:**

A. Faculty minimal contractual obligations for full-time faculty are outlined, but are not limited to the list below:

- Teach 30 credits per contract year and/or eight class preparations.
- Serve as liaison to all CMN constituencies.
- Submit in a timely fashion data and reports requested by the Dean of Academic Success or designee.
- Submit syllabi for all courses in the form prescribed by the Dean of Academic Success.
- Take class attendance and submit on time as prescribed by the Dean of Academic Success.
- Schedule a make-up class session if the employee cannot be present for a scheduled course session.
- Hold weekly office hours of one (1) hour for every course taught.
- Post office hours in a visible place in an assigned office area.
- Promote and participate in recruitment activities.
- Assist Adjunct Faculty.
- Evaluate degree programs, if requested.
- Participate in instructional planning.
- Assist Academic Success Coaches.
- Participate in the assessment of student learning activities and program review.
- Attend faculty meetings.
- Attend in-service training, workshops, and seminars.
- Serve as a student group advisor appropriate.
- Participate in conferences, trainings, workshops, and seminars outside of CMN to keep knowledge within the discipline current.
- Participate as a committee member in meetings and activities of assigned, or appointed committees.
- Participate in commencement ceremonies for graduating students.
- Participate in communities served by CMN.
- Fulfill any other duties assigned by the Dean of Academic Success.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Qualifications:**

- Master's degree and/or 18 graduate credits in the Humanities and Liberal Studies disciplines.
- A minimum of 1-2 years of teaching experience at the undergraduate level and/or at a community college.
- Strong written and oral communication skills as well as advanced computer skills are a must.

**Desired Qualifications:**

- Ph.D. in the Humanities and Liberal Studies.

**Supervisory Responsibility:**

This position is supervised by the Dean of Academic Success

**Reporting to this Position:** No direct reports

**Physical Demands & Work Environment:** Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing, or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment:**

While performing the duties of this job, the employee regularly works in an office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office Functions - Occasionally
- Exposure to office/classroom environment – Constant
- Exposure to shop or maintenance environment - Never

**Tools & Equipment Used:** Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

## **APPLICATION PROCESS**

### **A complete application includes:**

- Letter of Interest
- Current Resume
- Completed CMN application form - available under job opportunities at <http://www.menominee.edu/careers>
- Copy of all unofficial college-level transcripts (**Official** transcripts required upon hire)
- Three professional letters of reference
- Copy of valid Wisconsin Identification Card/ID
- Proof of relevant certificates or training
- Proof of Tribal Enrollment and/or Descendent status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documents. Incomplete applications packets will not be considered.

Application materials can be mailed to:  
College Of Menominee Nation  
Human Resources  
P.O. Box 1179  
Keshena, WI 54135.

[hr@menominee.edu](mailto:hr@menominee.edu)  
[bsanapaw@menominee.edu](mailto:bsanapaw@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

### **Posting Closes:**

**Tuesday, July 2, 2024  
At 4:00 P.M.**

**OPEN**

**NOTE: Pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**