



**JOB DESCRIPTION**  
EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state supported comprehensive institution, serving the six-county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

**Part-Time, Adjunct**

<b>Position Title:</b> Instructor/Adjunct Math Faculty	<b>FLSA Status:</b> N/A	<b>Last Revision Date:</b> 06/01/2026
<b>Division:</b> Academics	<b>Location:</b> Variable (Main Campus, Moorefield, WV; online)	<b>Reports to:</b> Associate Dean of Academics/Assessment
<b>Pay Grade/Salary:</b> Variable	<b>Classification:</b> Part-Time Faculty	Applicants needing more information should contact Dominic Phillips, Associate Dean of Academics & Assessment, <a href="mailto:dominic.phillips@easternwv.edu">dominic.phillips@easternwv.edu</a>

**Faculty Responsibilities:** Primary responsibilities for adjunct faculty include teaching and assessing learning. As such, part-time faculty are expected to perform the following responsibilities:

- Utilizing various technologies (i.e., Brightspace, VDL) in the classroom for distance delivery of instruction. Delivering instruction in a variety of formats when needed.
- Teaching no more than nine credit hours per academic semester. Courses include College Math for General Education, Statistics, and/or College Algebra. Courses held on campus on Tuesdays and Thursdays from 9 am – 12pm. Some online courses may be implemented.
- Maintaining at least 8-10 office hours per week (virtual office hours are acceptable)
- Required to submit an electronic copy of the course syllabus, adhering to the approved syllabus template and Master Course Record for each class being instructed, to the Associate Dean within five days after the start of the semester due to accreditation requirements of the Higher Learning Commission.
- Developing, researching, and implementing the entire course curriculum, including e-books (either OER or Cengage), into the Brightspace Learning Management System as directed by the academic department.
- Keeping attendance for all classes and a record of grades. Required to submit such information for assessment and mentoring compliance reporting.
- Integrating interdisciplinary and global perspectives into methodology
- Creating experiential learning opportunities including flexible, imaginative problem solving
- Communicating clearly and concisely, both orally and in writing; establishing, maintaining, and fostering positive and harmonious working relationships with others
- Effectively using Microsoft Office products such as Microsoft Outlook, Word, Excel, and PowerPoint

**Qualifications**

- Master's degree in Math or a Master's degree in any field plus an additional 18 credit hours in Math.
- Experience teaching at college level and implementing curricula for math courses and transitional classes; prior experience in instructional technology software/hardware implementation

**Additional Responsibilities and Processes:**

It is understood that all professional duties related to this assignment are to be performed consistent with federal and state laws, rules, regulations, and policies of West Virginia Higher Education Policy Commission and Eastern West Virginia Community & Technical College.



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Faculty/Adjunct members who are teaching early entrance classes at any high school location or Discovery Center are required to follow the policies and procedures of that high school or Discovery Center and obtain background checks as necessary.

All payroll documents (application, resume, official transcripts, I-9, federal and state tax withholdings) and any required policies (FERPA, Alcohol, Tobacco and Other Drugs, Safety and Ethics, Title IX) must be completed before employment. Failure to submit these forms will void this contract.

Total compensation for course instruction shall be payable in equal bi-weekly installments. Compensation for these services is in accordance with the College's agreement and is calculated based upon enrollment and the credentials of the instructor. The instructor will be notified in an email if the course has low enrollment or is cancelled. The instructor has the discretion to accept/not accept teaching a course on a per-student basis.

For courses with seven (7) or more students, the amount paid per credit hour is based on the total number of credits an adjunct has taught and the academic degree level.

### ACADEMIC DEGREE BASE SCALE

	<u>(0-24 credits)</u>	<u>(24-48 Credits)</u>	<u>(49+ Credits)</u>
Bachelors	\$410.00	\$420.00	\$430.00
Masters	\$510.00	\$520.00	\$530.00
Doctorate	\$610.00	\$620.00	\$630.00

For courses with less than seven (7) students, adjunct faculty will be paid on a per-student basis.

### INSTRUCTOR CREDENTIAL LESS THAN 7 STUDENTS ENROLLED THE FIRST DAY OF CLASS

- Bachelor's degree - \$230.00 per student
- Master's degree - \$240.00 per student
- Doctorate - \$250.00 per student

Applicants are required to complete the **Eastern Employment Application** [here](#) and submit it together with:

- a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of the position, and
- current resume, and
- three (3) professional references (names, addresses, emails, and phone numbers)
- **official** transcripts

Eastern West Virginia Community and Technical College  
316 Eastern Drive, Moorefield, WV 26836  
[careers@easternwv.edu](mailto:careers@easternwv.edu)

### Equal Opportunity Employer

*Eastern West Virginia Community and Technical College is an Equal Opportunity Institution and does not discriminate based on race, color, national origin, sex, pregnancy, disability, religion, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits.*

*For individuals with disabilities who are applying or considering applying to an open Eastern job opening and have an accommodation request, please contact Jaemae Snyder, Title IX/EEO/AA Coordinator at 304-434-8000 Ext9275 or [jaemae.snyder@easternwv.edu](mailto:jaemae.snyder@easternwv.edu).*