

Belhaven - Online
ADJUNCT FACULTY POSITIONS
IN
UNDERGRADUATE BIBLE

Belhaven University, a Christian university committed to the ministry of integrating faith and learning, is searching for the ideal candidate to teach courses who has a heart for students as well as a heart for Christ Jesus in the online environment.

Responsibilities

Responsibilities include properly preparing for online courses; engaging with students frequently; responding to questions in a timely manner; and completing course related administrative processes by the deadlines. See Performance Expectations below.

Qualifications

Master of Divinity or a minimum of 18 graduate hours in Bible/Theology courses. Holds no scruples with regards to Westminster Confession of Faith. The successful candidate must articulate a Christian worldview in one's teaching and academic discipline and fully support the University Vision, Mission, and Statement of Faith (<http://www.belhaven.edu/Belhaven/mission.htm>).

Compensation

Compensation is \$1,750 per eight-week course; payable at the end of the course once final grades are posted.

To Inquire

Please email current resume or vita to:

Dr. Dennis Watts

Associate Provost

dwatts@belhaven.edu

The Belhaven University Online Culture

Performance Expectations for the Online Instructor

Preparation for Course

Complete the following by the Thursday prior to the start of the course.

- Review the module and verify you have the correct academic resources (such as textbook). If there are any problems with academic resources, send immediately an email to the Curriculum Coordinator. The email address is: curriculumcoordinator@belhaven.edu. In the email, please indicate the best way to have academic resources delivered to you (mail, branch campus, pick-up at Preston Hall).
- Review each assignment for each week to have a grasp on the flow of the course.
- Ensure information in the course is correct.
- By 11:59 p.m. (Central Time) on the Thursday prior to the first day of class, provide students with a “welcome to the course” message through the “Announcements” feature in Canvas. Use this opportunity to set a positive tone for your course. Include the following items in the welcome announcement.
 - personal background (written format)
 - your Belhaven email address
 - phone number
 - two office hours each week when students can communicate with you in a synchronous conversation (phone, messaging, etc.)
 - an audio or video recording as a short greeting (this may be brief).

Communication

- Send at least one weekly message through the “Announcements” feature in Canvas with items such as weekly goals, course updates and information, devotional thoughts, assignment deadlines, affirmation, personal comments, etc.
- When communicating with the entire class, you must use the “Announcements” feature in Canvas so all students will see your message when they log into the course and Belhaven has a record of your communication. Do not delete any posted announcements on your course page.
- Use your Belhaven email for communication when you are unable to be inside of your Canvas course or when responding directly to a student email sent to you.
- Respond to student questions within 24 hours.
- Communicate proactively with Student Services when students are at risk academically. Send emails to the Director of Online Enrollment. The email address is: onlinestudentservices@belhaven.edu
- Provide opportunities to connect with students by providing your office hours for live communication or via web-based video conferencing.

Forum Engagement

Listed below are the minimum expectations for creating a high-quality, interactive learning forum environment in your course:

- Instructors will respond to a minimum of six (6) different students and their posts each instructional week. The posts are to be spread over at least three (3) separate days during the instructional week. Note: Instructors are to post in the actual forum. In Canvas, there is a feature available to send a comment to a single student—but, this is not an actual post in the forum for everyone to read. The use of the comment feature does not fulfill the minimum forum posting requirement.
- For each instructional week, at least six (6) of the instructor responses must be substantial (at least one paragraph of three or more sentences). For each of the responses made by the instructor--It should be obvious that the instructor read the student's post and responded to at least one point presented in the student's post. The instructor responses must provide additional information—to add to the overall discussion.

Attendance

Attendance must be recorded in BlazeNet by 11:59 p.m. (Central Time) on Monday of each week for the preceding week. Students are to be marked as present if they interact with the course through submitting a paper or post to the discussion forum. If the student performs either of these elements then they are marked present for that week. If not, they are marked absent. Hall viewing or taking a quiz does not constitute attendance for a student.

Grading/Feedback

Student success in the online learning environment is dependent upon prompt feedback and instruction from online course instructors. Consistently providing students with timely feedback enables them to make performance improvements and informs students of their progress toward meeting course objectives. Without timely feedback, students cannot be expected to know how to improve their work. Listed below are the minimum expectations for grading and feedback in online courses:

- Grade all assignments by 11:59 p.m. (Central Time) on the Wednesday following end of the instructional week.
- You are responsible to monitor student progress to ensure timely completion of course requirements and to identify at-risk students to Belhaven Online Student Services. Send emails to the Director of Online Enrollment. The email address is: onlinestudentservices@belhaven.edu
- Final course grades are to be submitted in BlazeNet no later than 11:59 p.m. (Central Time) on the Wednesday following the last day of the course.

Assignment Extension Requests

Note: This is an extremely rare situation when an assignment extension is granted.

When a student is seeking an extension for an activity (quiz, written assignment, or discussion forum) in the online course via Canvas, the process should always begin with the student

contacting the instructor. Instructors should never direct students to contact Online Tech Support for an extension. Instructors will use the following email address to contact Online Tech Support: onlinetechsupport@belhaven.edu. Note: Do not include the email address of the student in any communication with Online Tech Support (such as using “cc:” in email).

1. The instructor’s request to Online Tech Support should contain the information provided by the student regarding the justification for the extension. Instructors should never grant extensions without first consulting Online Tech Support.
2. Online Tech Support will review the student’s claims for veracity and report their findings to the instructor.
3. The instructor may then choose to grant an extension, based on said information. If a request is granted, it should indicate specifically which items are to be reopened and for exactly how long.
4. Once an extension has been implemented, Online Tech Support will notify the student and instructor simultaneously via email.

Altering the Course

Note: This is an extremely rare situation when an alteration to the course is granted.

Due to the complex interactive and dynamic elements designed in Canvas, do not make alternations (such as due dates, quizzes, etc.) without first contacting Online Tech Support. Instructors will use the following email address to contact Online Tech Support: onlinetechsupport@belhaven.edu. Note: Do not include the email address of a student in any communication with Online Tech Support (such as using “cc:” option in email).

Extra Credit

Instructors are not permitted to allow students to earn extra credit. The exception is when the course writer designed an assignment for extra credit within a course. The instructor is not permitted to add an extra credit assignment—either for the entire class or for one or more students.

Plagiarism

Instructors are to monitor and enforce the **Standards on Plagiarism** as defined by Belhaven University. Plagiarism may be found in forum posts, quizzes/tests, papers, and other submitted documents. Review this section in the course module. To report acts of plagiarism and other forms of academic dishonesty, send an email to the following email address: onlineplagiarism@belhaven.edu