



Writing an
Inclusive
ADJUNCT FACULTY
Position Posting
TEMPLATE
2022

William Paterson University
Human Resources Department
College Hall
Wayne, New Jersey

**ADJUNCT FACULTY POSITION
POSTING TEMPLATE**
Please use Times New Roman – Size 12

-THIS IS A SAMPLE –

**William Paterson University
Cotsakos College of Business
Department of Management, Marketing, and Professional Sales
Wayne, New Jersey
Adjunct Faculty Posting**

William Paterson University invites applications for the position of Adjunct Faculty within the
Cotsakos College of Business, Department of Management, Marketing, and Professional Sales.

**Thank you for expressing interest in serving as an adjunct faculty member at William
Paterson University.**

**Please note that there may not be a vacancy at this time. Rather, qualified applicants may be
contacted if and when there is an immediate need, or on an exploratory basis for a future
opening.**

For general questions, please email talent@wpunj.edu

Undergraduate courses in this department are taught both online and in person. Those generally
taught by Adjunct faculty include, but are not limited to:

- Principles of Management
- Principles of Marketing
- Human Resource Management
- Production Operations Management
- Digital Marketing
- Values, Ethics, and Sustainability
- Management Information Systems

Graduate courses in this department are taught both online and in person. Those generally taught
by adjunct professors include, but are not limited to:

- Business Statistics for Decision Making
- Foundations of Management
- Business Analytics for Strategic Decision Making
- Influence Persuasion and Negotiation Strategy

Department Overview:

***Highlight accomplishments of the department, atmosphere, culture, etc. to attract candidates
to the opportunity. Link to your department/division/college webpage will direct candidates to
interesting facts as they assess their interest in applying. For example:***

The Department of Management, Marketing, and Professional Sales (MMPS) provides the opportunity for degrees at the BS and MS level. We aim to educate and inspire our graduates to create value and build strong companies. We equip them to successfully launch innovative products; effectively support strategic initiatives, sales and sales management; and efficiently manage the operations of any organization. Students study sustainable organizations and consumer behavior, conduct business research, and learn about international and domestic markets. MMPS programs of study enable students to develop strong communication and technology skills in a highly collaborative learning environment.

For more information about the department, please visit <https://www.wpunj.edu/ccob/departments/marketing-management-professional-sales/>

Duties and responsibilities include, but are not limited to:

Describe HOW the position gets done. Consider what the job needs rather than what previous individuals in the job did. For example:

- Using the course outline as a guide, develop relevant syllabi in order to deploy course content, objectives, and methods of student assessment for up to six (6) credits per semester in an undergraduate course (see course listing above).
- Contribute to student success by providing consistent and effective support and guidance through role modeling and mentoring and being available to the students for their questions and needs.
- Teach in person and/or online depending upon course schedules and department needs.

Required Qualifications for Undergraduate courses:

List WHAT qualifications are required to get the job done. Separate required and preferred.

- MBA or Masters in an applied business discipline.
- Five or more years of experience in a managerial capacity.
- Full time or part-time employment or active professional practice.
- Ability to teach online.

Preferred Qualifications:

- Professional certification and/or continuing professional education relevant to business domain.
- Professional activity within discipline such as relevant-to-teaching area leadership or managerial role in a business enterprise, non-profit organization or government agency or business professional organization or society.
- Experience teaching both online and in person.

Required Qualifications for Graduate courses:

- MBA or Masters in an applied business discipline.

- Ten or more years of business experience in a managerial capacity.
- Full time or part-time employment or active professional practice.
- Ability to teach online

Preferred Qualifications:

- Professional certification and/or continuing professional education relevant to business domain
- Published peer or non-peer reviewed articles, conference papers, blogs, or books.
- Board Membership: Business enterprise, non-profit organization, business professional association or society

Personal Attributes and Traits:

Be specific, yet open-ended about these personal attributes and traits (soft skills).

- Ability to translate business experience into pedagogical approaches that enhance curriculum relevance.
- Demonstrated commitment to engage in continuous professional development activities.
- Demonstrated commitment to content, teaching excellence, assessment strategies, and positive outcomes.
- Capable of exhibiting patience and resourcefulness in managing student challenges.
- Ability to effectively address competing wants and needs by developing and sustaining robust working relationships in a diverse environment.
- Demonstrated ability to set and work toward common goals in a collaborative environment.

Invitation to apply:

Please [click](#) to view the description and apply for the position.

About William Paterson:

William Paterson University is the third most diverse public university in New Jersey. As a longstanding member of the Hispanic Association of Colleges and Universities (HACU), we have been designated by the US Department of Education as a Hispanic-Serving Institution. William Paterson University is also proud to be designated as a NASA MSI (Minority Serving Institution). The University offers more than 250 undergraduate and graduate academic programs that range from liberal arts and sciences to pre-professional and professional programs; it enrolls over 9,000 students from across the country and from over 40 nations. The University is situated on a beautiful, 380-acre suburban campus in Wayne, New Jersey, just twenty miles west of New York City.

EEO Statement

2021-07-20

William Paterson University is dedicated to providing equal opportunities and equal access to all individuals regardless of race or ethnicity, sex/gender (including pregnancy), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, civil union status, familial status, religion, national origin or citizenship, military service status, or any other category protected by law. William Paterson University does not discriminate on the basis of any category stated above or as prohibited by applicable law. Individuals from historically underrepresented backgrounds are encouraged to apply.