



About The Art Institute of Pittsburgh Online Division

The Art Institute of Pittsburgh Online Division seeks adjunct faculty to teach online courses.

All online courses are 5.5 or 11 weeks in length and are delivered in an asynchronous, Web based mode. Courses are highly interactive and include lectures, discussion, individual and group assignments, and critiques. **Faculty are required to be online five of seven days per week without missing two consecutive days to answer student questions, facilitate class discussion, and work with students individually and in groups.** Teams of faculty, industry-experts, and instructional designers have designed all courses. Faculty members are required to teach the course as it has been developed.

Online Faculty Expectations

The following is expected of faculty teaching online courses through The Art Institute of Pittsburgh Online Division:

- Work with a faculty mentor throughout the duration of your teaching with The Art Institute of Pittsburgh Online Division
- Teach the The Art Institute of Pittsburgh Online Division course as it has been developed, using the stated course competencies, assignments, texts, digital books, etc.
- Participate in the The Art Institute of Pittsburgh Online Division evaluation process
- Log-in to the virtual campus regularly to answer student questions. Students will expect a response to personal questions from the instructor within 24-48 hours; Log-on to the virtual classroom to teach and facilitate class discussion 5 of 7 days per online week without missing two consecutive days
- Additional accountabilities as described in the attached Online Faculty Position Description

Qualifications

For accreditation purposes, we require a minimum of a Master's degree and minimum of 18 graduate credit hours in the area in which you are applying to teach, from a regionally accredited institution. Many of our courses require a Doctoral degree. Additionally, please see qualifications in the "Position Requirements" section of the attached Online Faculty Position Description.

Proprietary Issues

The online courses and materials relating hereto, in whatever form, offered by The Art Institute of Pittsburgh Online Division are and shall remain the sole and exclusive property of The Art Institute of Pittsburgh Online Division. All models, curricula, programs, materials and systems designed or developed by

instructors engaged by The Art Institute of Pittsburgh Online Division in connection with the teaching of such courses shall be and remain the sole and exclusive property of The Art Institute of Pittsburgh Online Division.

Technology

In general, the following technical specifications are required:

Your computer must meet the minimum tech requirements of the software that you will be using in your course. As a general guideline faculty should not have computer specifications less than a Pentium III CPU, Windows 2000 or XP, and 512 MB RAM or MAC G3 with 512 MB RAM. Actual hardware requirements are dependant on the software titles and versions required for class. The requirements for running the software vary and are subject to change. Hardware requirements for the software can be found through JourneyEd at this website: <http://www.journeyed.com>.

Internet Service: 56k or higher Internet connection with specified browser is required. It is highly recommended for faculty to have broadband, DSL, or other high-speed connections for all online courses.

Internet Service Provider: A reliable connection to the Internet is an absolute requirement to successfully engage with our course material, and participate in course discussions.

Browser: Courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0/7.0 (PC), v5.2 (MAC), Safari 1.0 (MAC), or Firefox. Current plugins for Shockwave Flash and QuickTime may be required for viewing course media. Other equipment may be required depending upon course specifications. The Art Institute of Pittsburgh Online Division does not supply instructor hardware. **Software and textbooks** will be provided.

According to eCollege:

If a browser is not listed below it has not been tested on the online platform. A user risks running into problems with the course software if they choose to use a non supported browser. Browsers listed below have been validated with the course platform.

- [Windows Users](#)
 - Recommended Version:(Windows Internet Explorer)
 - [Microsoft Internet Explorer 8.0](#)
 - Recommended Version:(Mozilla Firefox)
 - [Mozilla Firefox 3.5](#)
 - Supported versions:(Windows Internet Explorer)
 - Microsoft Internet Explorer 7.0
 - Supported versions:(Mozilla Firefox)
 - Mozilla Firefox 3.0
 - Supported versions:(Google Chrome)
 - Google Chrome 5.0

- [Mac OS Users](#)
 - Recommended Version:(Safari)
 - [Safari 4.0](#)
 - Recommended Version:(Mozilla Firefox)
 - [Mozilla Firefox 3.5](#)
 - Supported versions:(Safari)
 - Safari 3.0
 - Safari 5.0
 - Supported versions:(Mozilla Firefox)
 - Mozilla Firefox 3.0
 - Supported versions:(Google Chrome)
 - Google Chrome 5.0

POSITION DESCRIPTION

TITLE: Online Faculty

POSITION SUMMARY:

Instruct and facilitate meaningful learning of the course competencies in the curriculum, and proactively support all facets of the online learning environment. Provide career education through learner-centered instruction that will enable graduates to fulfill the evolving needs of the marketplace. Encourage a culture of learning that values mutual responsibility, life-long learning, diversity, and ethics as well as personal and professional development.

KEY JOB ELEMENTS:

1. Provides competency-based education
2. Delivers online class instruction of the The Art Institute of Pittsburgh Online Division approved online course
3. Enables student exit competencies
4. Delivers learner-centered instruction through distance delivery mechanisms
5. Encourages student success
6. Manages the online class environment
7. Contributes to a culture of learning
8. Relates industry experience to learning

POSITION REQUIREMENTS:

- Credentials and work-place experience directly related to the online course and consistent with regulatory requirements of institution from which course is being offered, this includes a master's degree and 18 hours of graduate work from a regionally accredited institution in the area you would be teaching.
- At least six months teaching experience at The Art Institute of Pittsburgh Online Division, or other higher education institution
- Successful completion of the New Faculty Orientation course through The Art Institute of Pittsburgh Online Division
- Excellent oral and written communication skills
- Excellent critical thinking and decision-making skills
- Excellent teaching skills as evidenced in prior teaching evaluations
- Access to computer (specifications to be provided) and phone line at home
- Willingness to work in an accelerated learning format and to work online with students 5 of 7 days per online week without missing 2 consecutive days

SELF EVALUATION FOR POTENTIAL ONLINE FACULTY

Here are some basic questions to ask yourself in deciding if the online program is right for you:

1. Do you have (or are you willing to obtain) access to a computer and phone line at home?
2. Do you feel that high quality learning can take place without going to a traditional educational facility?
3. Do you like the idea of sharing your work, life, and educational experiences as part of the learning process?
4. Can you make 8 to 10 hours a week (anytime during the day or night) available to participate in the teaching process?
5. Are you a self- motivated and self- disciplined person?
6. Are you comfortable in communicating in writing?
7. Do you see value in being able think about an idea before having to give a response?
8. Do you subscribe to the value of introducing critical thinking in the learning process?
9. Do you see the possibility of increased learning taking place when work/ life/ knowledge experiences are shared with peers?
10. Do you accept the value of facilitated learning as an advantage over the more traditional lecture based learning processes?
11. Do you have the appropriate credentials to teach the subject matter?
12. Are you willing to participate (on your own time) in an extensive training and mentorship program in preparation for teaching assignments?

ANALYSIS OF YOUR RESPONSES:

Look carefully at your responses. Most successful online instructors answer YES to Questions 1, 4, 6, 11, and 12 as well as yes to five of the seven remaining questions. If your answers did not fall as indicated above, your interests are probably not aligned with the requirements of this teaching medium.

Online Facilitator Training Course

Online Facilitator Training Course

All faculty who would like to apply to teach online, are required to successfully complete the Four week Online Facilitator Orientation course, provided by The Art Institute of Pittsburgh Online Division University, prior to starting their first class. The course simulates the online environment in which students of The Art Institute of Pittsburgh Online Division will be participating and faculty of The Art Institute of Pittsburgh Online Division will be teaching. It also introduces faculty to the expectations and best practices of faculty at The Art Institute of Pittsburgh Online Division. Faculty will receive a login to this course when they have been scheduled for their first course and will be expected to complete the orientation as directed or be removed from that course.

Goals of the Online Facilitator Training Course

Upon successful completion of the four-week training, you should be able to:

- Facilitate an online process that has a significant requirement for student interaction as contrasted to lecture-type formats typically used in on-ground environments
- Navigate the online classroom and assist students in navigating the online classroom
- Use learning-centered strategies to engage the student
- Explain our expectations of our students and faculty

Technology Requirements

In general, the following technical specifications are required:

Your computer must meet the minimum tech requirements of the software that you will be using in your course. These requirements are typically higher than the requirements to simply view the course material and attend class.

Our online classes can be viewed utilizing these minimum system requirements:

Hardware requirements: Power Mac G3/OS9 or Pentium III CPU/Windows 98; 128 MB RAM.

Software requirements: Adobe Acrobat (full version), Microsoft Office, and Norton Antivirus.

Internet Service: Broadband connection to the Internet through a reliable local or national Internet Service Provider. Broadband is highly recommended.

Online courses offered through The Art Institute of Pittsburgh Online Division are best viewed using Microsoft

Internet Explorer v.5.5/6.0 (PC) 5.0/6.0 (MAC), Netscape Navigator v.7.0 or Safari 1.2.

Current plugins for Shockwave Flash and QuickTime may be required for viewing course media. Other equipment may be required depending upon course specifications. The Art Institute of Pittsburgh Online Division does not supply instructor hardware. **Software and textbooks** will be provided.

Next Steps: How to continue the application process

1) Please fill out and the Online Facilitator Application via the web listed via the webpage, make sure you upload a current resume as specified.

2) If we identify that you are a good candidate for selection to teach for our program, we will contact you via email and request that **you order your official transcripts for all of your graduate and post graduate degrees and have them sent directly to us.** If you have any International Degrees, we require official documentation from an evaluation service verifying the US equivalency (Note: www.WES.org is a resource site to find out information for International equivalency documentation).

3) Once we receive your transcripts we will send your information to our department directors to determine what courses you are credentialed to teach. Upon their approval we will contact you via email to inform you of those specific courses you have been credentialed to teach.

4) After the credentialing process is completed, our Faculty Scheduling Team will work diligently to get you scheduled for a course as soon as possible. **PLEASE NOTE: Our course offerings each term relies heavily on student enrollment. Therefore, we do not offer every course every term. It may take time to get you on the schedule. We ask for your patience throughout this process.** If we do have a course available for you to facilitate, you will receive an email from our Faculty Scheduling Team 2-4 weeks prior to the start in the session.

For any questions, please contact Online Faculty Recruitment Team at onlinefacultyrecruit@edmc.edu.