The Art Institute of Pittsburgh
Online Division

Values

1. We provide a distinctive, quality education.

2. We embrace student success.

3. We respect students, faculty and staff.

4. We engage our communities.

5. We support sustainable growth and strategic investment.

Vision

The Art Institute of Pittsburgh's vision is to be America's leader in creative education.

The Art Institute of Pittsburgh Mission Statement

To provide an education in design, media arts and culinary that prepares students for individual and professional success.

The Art Institute of Pittsburgh Online Division Adjunct Faculty Information

The Art Institute of Pittsburgh Online Division's online courses are offered in a three, five and a half, or eleven week asynchronous, internet-based mode. Each interactive course includes lectures, discussions, individual/group assignments, and critiques. Instructional designers, faculty team and industry experts have designed all courses. Faculty members are required to teach the course as it has been developed. Faculty should draw on their own professional expertise to assist students with difficult concepts and to provide personalized feedback on their assignments.

Online Faculty Expectations for The Art Institute of Pittsburgh Online Division

Each adjunct faculty member is required to work with a full-time faculty mentor throughout their teaching experience. Each course is taught as developed using the stated course competencies, assignments, texts, digital books, etc. Faculty members are encouraged to use their experience and knowledge to help the students meet course objectives. Each faculty member must log-in to the online classroom to teach and facilitate discussion five days a week without missing two consecutive days. While in the online classroom, faculty must make appropriate contact information available to all students, which includes three "virtual" office hours, an email address, and either a telephone number (if used), IM address (if used), or Skype address (if used). Virtual office hours provide set days/times (at the faculty member's discretion) to provide further opportunities for students to ask questions and seek assistance, often coinciding with assignments' due dates. Faculty members are expected to respond to questions from students, administration, and academic counselors within 24 hours during the week and 24 to 48 hours on weekends. Faculty must grade each assignment within 48 hours of its due date, including any grades due at the end of the week. Final course grades are due within 48 hours of the completion of the course.

Qualifications

To maintain our exemplary level of academic standards, we require all adjunct faculty to meet the educational and professional standards of Middle States Commission on Higher Education (3624 Market Street, 2 http://www.msche.org). 2nd Floor West, Philadelphia, PA 19104 In accordance to these standards, a minimum of a master's degree and 18 graduate semester credit hours in the area in which the faculty member is applying for are required. The degrees must be from a regionally accredited institution. For additional information, please see the "Position Requirements" section of the attached Online Faculty Position Description.

Currently, we are not able to accept applications from individuals residing in Iowa, North Carolina and Kentucky. Likewise, we are not able to accept applicants from outside of the United States and U.S. territories.

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

Technology

Faculty are required to provide their own hardware and internet access to facilitate the online courses at The Art Institute of Pittsburgh Online Division. The following recommended specifications are communicated to students at The Art Institute of Pittsburgh Online Division, which serve as the basis for recommended specifications for faculty:

PC – You will need to be able to access MS Office and any other software relevant to teaching your courses. Below list the minimal recommend hardware requirements needed to be successful but could vary depending on what area of study you will be teaching.

- Processor – Intel Core®2 Duo or AMD Phenom® II processor with 64-bit support (or Better)
- Operating System - Windows 7 SP 1 (or Newer)
- Stereo Sound Card, Speakers and/or Headset
- Microphone
- Internet Speed : DSL or Cable Internet highly recommended

Mac - You will need to be able to access MS Office and any other software relevant to teaching your courses. Below list the minimal recommend hardware requirements needed to be successful but could vary depending on what area of study you will be teaching. * Please note not all software require are compatible with Mac and my require Dual boot Intel processors*

- Processor – Intel based Mac Pro or MacBook Pro computer (64-bit support)
- Operating System - Mac OS X v10.6.8, v10.7.2 or higher
- Dual-boot - Boot Camp required
- Windows 7 (64-bit required if running OS X 10.7.x) - Additional 20 GB HD Space required for Windows Partition
- Stereo Sound Card, Speakers and/or Headset
- Microphone
- Internet Speed : DSL or Cable Internet highly recommended

Software o Required software for courses will be provided at no additional cost to the instructor. A Technology Request Form must be submitted after accepting your course.

POSITION DESCRIPTION

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 Art Institute of Pittsburgh approved online course
3. Enables the achievement of pre-described exit competencies for student achievement
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

Next Steps: Continuing the Application Process

1) Candidates interested in becoming an adjunct faculty member with The Art Institute of Pittsburgh Online Division should complete the online application: http://www.socratesdistancelearning.com/aio/teaching.html.

2) Once a candidate's application is complete, it will be reviewed by The Art Institute of Pittsburgh Online Division Faculty Recruitment Team. If the candidate's background matches one or more current openings, they will be contacted via e-mail. If a candidate's background does not match The Art Institute of Pittsburgh Online Division's needs at that time, the application will be kept on file so the candidate may be contacted should future opportunities arise.

3) If a candidate's background does match The Art Institute of Pittsburgh Online Division's needs, transcripts will be requested via e-mail from the candidate. The candidate should have their transcripts sent directly to The Art Institute of Pittsburgh Online Division at the address indicated in the e-mail. The Art Institute of Pittsburgh Online Division requires that candidates send transcripts for all degrees obtained. International degrees must be evaluated (at the candidate's initiative) to verify U.S. equivalency. These must be course-by-course evaluations. (Note: www.ECE.org is a resource site for international equivalency documentation.)

4) Once transcripts are received, the candidate's materials will be sent for evaluation to the appropriate academic departmental representative. At that time, the departmental representative determines the courses which the candidate is qualified to instruct based on specific coursework contained in the transcripts. If the candidate is credentialed for one or more courses, the candidate is notified via e-mail of the credentialed courses. If the candidate is declined for credentialing, the candidate is notified via e-mail of the decision and their information will remain filed with The Art Institute of Pittsburgh Online Division should future opportunities arise.

5) If the candidate is credentialed for one or more courses, The Art Institute of Pittsburgh Online Division Faculty Scheduling Team will work to place the candidate in an open course and invite them to complete faculty orientation. Note that course openings rely on student enrollment; therefore, each course does not run every term. The Art Institute of Pittsburgh Online Division asks for the candidate's patience during this process. Once a course is available, an e-mail is sent to the candidate from the Faculty Scheduling Team two to four weeks prior to the start of the course.

For any questions, please contact The Art Institute of Pittsburgh Online Division Faculty Recruitment Team at onlinefacultyrecruit@edmc.edu.

Online Facilitator Training Course

All adjunct faculty members who desire to teach online are required to successfully complete the three week Online Facilitator Orientation Course provided by The Art Institute of Pittsburgh Online Division 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 instructional practices at The Art Institute of Pittsburgh Online Division. Faculty will receive a log-in to this course when they have been scheduled for their first course. **Please note that failure to complete the orientation as directed will result in an adjunct faculty member being removed from his/her course.**

Goals of the Online Facilitator Training Course

Upon successful completion of the three week training, faculty 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 The Art Institute of Pittsburgh Online Division's expectations of its students and instructors