



Position Title: Crime Scene Investigations / Forensics Faculty
Reports To: Criminal Justice Department & Division Head
Classification: Exempt
WC Code: 8869
Position Type: Fourth Level Administrator

Major Responsibilities: It is the major responsibility of a faculty member at Florida National University to provide quality instruction and career advisement to all students. The faculty also is responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Faculty Handbook, and the institutional effectiveness process.
2. Develop and/or enhance the curriculum of the crime scene investigation courses.
3. Review textbooks and other learning materials as needed for course-development.
4. Ensure the timely submission of all "Course Record Files" at the end of each term.
5. Provide hands-on instruction related to crime scene investigation for live and on-line students.
6. Ensure that the crime scene room and lab have the necessary equipment, tools, and supplies through proper inventory management.
7. Submit requisition forms for any equipment, tools, or supplies that are needed to ensure students are provided with current industry-standard C.S.I. processes and procedures.
8. Work directly with the natural sciences faculty for use of labs and instruction of natural sciences courses.
9. Maintain a full-time teaching load, as defined by the F.N.U. Faculty Handbook.
10. Provide academic advisement to students.
11. Work with the Placement Office to ensure employment opportunities for graduates.
12. Ensure that students are prepared for and pass any licensing exams that may be required for employment.
13. Assist the Marketing and Admissions Department with recruitment of new students.
14. Work with the On-Line Department in developing on-line courses.
15. Provide students with exceptional instruction, both live and virtually.
16. Attend Departmental Meetings.
17. Assist the Department Head and Division Head with tasks needed to ensure the continued growth of the department and division.
18. Responds to communications (e-mail/voice-mail) on a daily basis.
19. Ensures the assessment of students learning outcomes per course.
20. Assists with Institutional Assessment and Planning.

21. Submits, annually, to the Department Head or Division Head, the results of research done into a study of the local careers and industry regarding appropriateness of course/program content.
22. Reports to the Registrar's office all grades and submits reports on a timely fashion.
23. Attends all faculty meetings, professional development functions and University committees to which they have been assigned.
24. Ensures that all electronic library resources are used for University work only.
25. Maintains the posted hours for the purpose of student advisement and tutoring.
26. Performs those duties designated by the Department Chairperson.
27. Works with the librarians in the establishment and weeding of the library program and course collection development.
28. Oversee compliance with licensing and accrediting organizations.
29. Continuously oversee actions for improvements at campus level sited in the Faculty's Planning, Assessment, and Implementation Form.
30. Participates in the self-studies and committees conducted by the University.
31. Support and participate in University Commencement Ceremonies.
32. Performs other duties as assigned.

Note: The use of computers and University resources is limited to school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

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