



# TILLAMOOK BAY

## COMMUNITY COLLEGE

**Position Title: Adjunct Faculty:** Forestry/Natural Resources

**Department:** Instruction

**Work type:** Varies by instructional term

**FLSA:** Exempt

**Term of Employment:** Varies by instructional term

**Salary Range:** Depending on type of instruction \$705-\$1,453 per credit hour (Tier 1)

**Initial Placement Salary:** Tier 1

**Organizational Relationship:** Reports to the Dean of Instruction

**Location:** Tillamook, OR

### **College and Area Information:**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

### **Vision, Mission, and Values:**

*Vision:* TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

*Mission:* TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

*Values:* Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented**  
**Innovative**

**Student-Centered  
Equitable  
Scholarly Excellence**

**TBCC Equity Statement:**

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

**Adjunct Faculty:**

Under the direction of and in close collaboration with the Dean of Instruction, the successful faculty member will serve Tillamook Bay Community College by teaching a variety of Forestry and Natural Resources courses to ensure students learn and successfully complete their educational goals. TBCC seeks a collegial, dynamic educator committed to creating an environment of active student learning while engaging in scholarly activity and service in accordance with the mission and goals of the department and college. The successful candidate must be able to act as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with people at all levels. TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

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**Essential Job Functions:**

**Key Areas**

- Develop an innovative, trauma-informed, and culturally responsive curriculum for a diverse student body.
- Provide academic leadership in general education and transfer programs.
- Support student success through innovative teaching and support strategies.
- Teach assigned coursework effectively.
- Assess course, program, and institutional learning outcomes using the Student Outcomes & Assessment database.
- Participate in faculty development and orientations as required.

**Specific Duties**

- Teach, lecture and support coursework by teaching a variety of Forestry and Natural Resources courses to ensure students learn and successfully complete their educational goals.
- Measure and use student, course, program, and institutional progress data to drive improvements.
- Attend all scheduled class periods, promptly make up any absences, and provide emergency coverage for adjunct faculty as needed.
- Prepare and develop class materials.
- Communicate course objectives and expectations through multiple modalities (e.g., in person, syllabi, Canvas) and check for student understanding.
- Evaluate students based on course objectives and professional standards, reporting progress in a timely manner.
- Utilize Canvas gradebook and Drop Out Detective to support student success.
- Integrate current teaching methods, technology, and outcome-based learning principles into curriculum and classroom presentations.
- Maintain student records, attendance, grades, and required documentation.
- Ensure a safe and well-equipped classroom or lab environment.
- Use institutional processes (e.g., database) to collect and analyze information.
- Collaborate with the librarian to support student research and resource use.
- Engage in active, innovative teaching and best practices.
- Foster an inclusive and welcoming learning environment.
- Establish, post, and maintain office hours, ensuring accessibility to students per policy.
- Implement accommodations for students with differing abilities.
- Provide input on institutional and academic policies when requested.
- Represent the instructional area and college in local, state, and consortia meetings as assigned.
- Participate in evaluations per policy.
- Maintain a professional and positive demeanor.

### **Knowledge, Skills, Abilities**

- Stay current in Forestry/Natural Resources theory and practice.
- Support program preparation and compliance with accreditation standards.
- Assist students facing academic or personal challenges and connect them with referral resources.
- Exhibit strong interpersonal skills, multitasking ability, and a calm, collaborative approach.
- Demonstrate strong writing, presentation, and organizational skills.
- Work independently and self-direct tasks effectively.
- Manage multiple priorities in a fast-paced environment.
- Handle confidential matters with tact, sensitivity, and discretion.
- Maintain professionalism and a service-oriented mindset in work and interactions.
- Adapt to complex tasks, set priorities, and meet deadlines with attention to detail.

### **Qualifications:**

**Minimum Qualifications**

- Master's degree in discipline or Master's degree in related discipline, plus 6 graduate level credits in subject. Individuals with significant work experience and bachelor's degree will be considered.
- Experience working in an educational environment and/or teaching at the college level.
- Must pass a pre-employment criminal history background check.

**Preferred Qualifications**

- Teaching experience in Higher Education, preferably in a community college setting
- Genuine passion for teaching, scholarship, and service
- Knowledge of innovative and effective classroom teaching methods

**Benefit Information:**

Adjunct faculty receive sick time, POFLA, and limited tuition waivers for themselves and their dependents.

**Equal Opportunity Employer:**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.

**Application Information:**

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. Required application materials include a cover letter, resume, and college application. The submission of all required application materials is the responsibility of the applicant. Email application materials to [hr@tillamookbaycc.edu](mailto:hr@tillamookbaycc.edu). Position open until filled. Position is open until filled. **Priority consideration date: April 7, 2025**