MEMORANDUM

To: Dr. Sudershan Jetley, Associate Dean

From: Dr. Arsenio T. Rodrigues, Director

Re: Adjunct Posting for Fall Semester 2018, Department of Architecture & Environmental Design

Date: June 27, 2018

Department of Architecture & Environmental Design

June 2018

The Department of Architecture & Environmental Design at Bowling Green State University, Bowling Green, OH, invites applications for the position of adjunct faculty to teach in-person courses for the Bachelor of Science in Architecture program as well as for the Master of Architecture program. We are seeking qualified part-time instructors who are able to work with a diverse population of students. The deadline to apply is July 31, 2018.

Course Knowledge

Sustainability Systems
Ability to teach sustainable principles and practices (including LEED compliance) relative to environmental systems, building envelope systems and assemblies, and building service systems.

Mechanical and Electrical Building Systems
Ability to teach principles of environmental systems' design and building service systems, including active and passive heating and cooling, solar geometry, daylighting, natural ventilation, indoor air quality, solar systems, lighting systems, acoustics, plumbing, electrical, communication, vertical transportation, security, and fire protection systems.

Building Envelope Systems and Assemblies
Ability to teach principles involved in the appropriate selection and application of building envelope systems relative to fundamental performance, aesthetics, moisture transfer, durability, energy and material resources.

Computation
Ability to teach current and emerging forms of commercial construction materials and methods and have experience with all phases of AutoCAD software and Revit software.
Professional Practice
Ability to teach project management, financial considerations, business practices, legal responsibilities, and professional conduct in architectural design and practice.

Minimum Qualifications
Candidates must have at least one of the following qualifications:
1) Master of Architecture or related field.
2) Bachelor’s Degree in Architecture or related field with at least three years of professional experience in Architecture or related field.
In addition to meeting one of the above required qualifications, candidates must be proficient in one or more of the following topics: 1) Sustainable Design Strategies; 2) Environmental Systems; 3) Building Materials, Construction Methods and Assemblies; 4) Microsoft Office, AutoCAD and/or Revit; and 5) Professional Practice of Architecture or Related Field.

Preferred Qualifications
• College level teaching experience
• Professional License
• LEED certification

Duties & Responsibilities
• Teach courses in accordance with College/School/Departmental Policies and Procedures.
• Syllabus and assignment preparation.
• Deliver classroom lectures and instructional activities.
• Grade and critique student assignments.
• Keep regularly scheduled office hours.
• Exam preparation.
• Evaluate student performance.
• Comply with all NAAB Accreditation procedures and standards.

Application
Submit application materials electronically to Tena Spratt at tenas@bgsu.edu and Pam Keppler at pamelak@bgsu.edu. Application file must include: a letter of application that includes qualifications for the position and curriculum vitae/resume. Selected candidates will be asked to submit official transcripts and two letters of recommendation. A sample of built work or portfolio documenting relevant experience is recommended. Finalists must authorize and pass a background investigation prior to an offer of employment. For questions call Tena Spratt at 419-372-2724. There is a possibility of renewal for these positions based on funding and need. Qualified applicants and current adjuncts will be forwarded to the next year’s pool automatically without reapplying, unless they indicate they do not wish to do so.

For further information regarding the college and university, visit our web site at https://www.bgsu.edu/technology-architecture-and-applied-engineering.html. Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to fostering a diverse and inclusive environment and strongly encourage applications from women, minorities, veterans, and individuals with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation.