

Chemistry Instructor (Full-time tenure track position to  
begin instruction Fall 2025)  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252679>

Downloaded On: Feb. 5, 2025 1:49pm

Posted Feb. 4, 2025, set to expire May 28, 2025

<b>Job Title</b>	Chemistry Instructor (Full-time tenure track position to begin instruction Fall 2025)
<b>Department</b>	Natural and Physical Sciences Department Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Feb. 4, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Sciences - Chemistry
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5962517">https://apptrkr.com/5962517</a>

**Apply By Email**

**Job Description**

Chemistry Instructor (Full-time tenure track position to begin instruction Fall 2025)

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**Position Description**  
**About Citrus College**

Celebrating over 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately twenty-five miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

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Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus, and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

### **Mission Statement**

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

This tenure track instructor position is a 10-month (175 days) assignment which will consist primarily of classes in Chemistry. Course load will include instruction in pre-allied health, general, and organic chemistry courses. Active student recruitment activities and contribution to the excellence of the Chemistry Department are essential. This assignment will include day, evening, and weekend responsibilities. Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options: winter intersession, evenings, summer sessions, and optional class formats, such as online education courses.



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This position is contingent upon funding and final Board approval.

**Required Qualifications**

**MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff;

AND

- Master's in chemistry, OR

- Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology or geochemistry

- OR the equivalent.

**PREFERRED QUALIFICATIONS**

- Possession of a master's degree or higher in chemistry or biochemistry, with an emphasis in physical, inorganic, or organic chemistry.

- Experience in teaching general, organic, or biochemistry college-level lab and lecture courses as an instructor or as a graduate teaching assistant at a university for at least 2 semesters or 3 quarters.

- Experience with curriculum development and program review in STEM related curriculum.

- Familiarity with nanotechnology and its importance as a growing field giving rise to career opportunities for students.

- Ability and desire to teach students with diverse educational backgrounds.

**Recruitment Start Date** 01/24/2025

**Recruitment End Date**

**Open Until Filled** Yes

**First Consideration Date** 03/07/2025

**Salary Range** Salary to be determined by the candidate's proper placement on the current Faculty Salary Schedule, which is based on education and experience, and can be found at the Citrus College website. Maximum placement for newly hired instructor is Step 7.

**Pay Rate** To be determined by the District.

**Benefits**

**Health & Wellness**

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- Fully-paid Medical, Dental, and Vision Insurance for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- 10 Sick Days annually
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- CalPERS/CalSTRS Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- Longevity Salary Increases
- District paid employee post-retirement medical for those who qualify

### FLSAExempt

**Department** Natural and Physical Sciences Department Administration

If "Other" please specify

**Percentage of Time** 100%

**Months per Year** 10 months / 175 contract days

**Work Days per Week** To be determined by the District.

**Work Schedule per Day** To be determined by the District.

### Essential Duties and Responsibilities

- Maintain professional and ethical academic standards.
- Provide class instruction in accordance with established course outlines.
- Inform students concerning course requirements, evaluation procedures and attendance requirements.

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- Maintain necessary attendance, scholastic, and student records and submit them in accordance with published deadlines.
- Prepare and grade class assignments and examinations according to curriculum standards set by the District.
- Involve technology in the learning process when appropriate.
- Teach students with diverse backgrounds.
- Participate actively in staff development and professional growth programs.
- Participate in recruitment activities.
- Meet obligations with regard to grade reporting, scheduled classes, required office hours, and other directions provided by supervisor.
- Carry a fair share of other duties (department and committee work, curriculum development, community outreach, etc.) necessary for the smooth functioning of the District.
- Provide students with clear and concise learning outcome expectations.
- Design and manage course curriculum.
- Follow standard laboratory safety protocols and supervise student use of laboratory equipment.
- Participate in department activities as appropriate.

**Knowledge, Skills and Abilities**

- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Ability to work effectively as a member of the instructional team.
- Evidence of participating in the online education program.
- Evidence of developing and assessing student learning outcomes.
- Evidence of computer literacy and experience with standard computer software on Microsoft Windows platform (Word, Excel, PowerPoint, Canvas or similar).
- Evidence of using and promoting technology-mediated instructional techniques.
- Possess excellent organization skills.
- Willingness to develop and assess student learning outcomes.

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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**About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

**Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of their writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1182>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

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