

Instructor, Business
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257886>

Downloaded On: Jun. 6, 2025 11:20pm

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

Job Title	Instructor, Business
Department	Faculty
Institution	Foothill-De Anza Community College District Los Altos Hills, California

Date Posted	Jun. 5, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Lecturer/Instructor
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Academic Field(s)	Business
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Apply Online Here	https://apptrkr.com/6275810
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Apply By Email

Job Description

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Instructor, Business

HR EMPLOYMENT/CAREERS

Initial Review Date: 04/30/25*

*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of Instructor, Business, De Anza College.

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The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

The principal responsibility of a Business Instructor is to teach a variety of college-level courses in the

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Business discipline in accordance with established course outlines, with consideration for student success, completion, and retention. Standard duties expected of all faculty include development and evaluation of both credit and noncredit curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor.

Instructors are expected to serve on district and college committees and participate in campus extra-curricular activities, including but not limited to:

- engagement with the community as a representative of their discipline and department
- participation in departmental, college-wide and district-wide planning
- commitment to diversifying curriculum delivery to best meet the evolving needs of our students (e.g., Credit for Prior Learning, Competency-Based Education, short-term course offerings, Dual Enrollment, Incarcerated Student offerings)

In addition, instructors are expected to maintain a commitment and sensitivity to and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff, and uphold a commitment to integrating diversity and equity into the college's instructional program. It is also expected that the successful candidate will possess knowledge of high-impact student practices.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LLB. degree **OR** Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LLB. degree **OR** the equivalent.

PREFERRED QUALIFICATIONS:

1. Significant undergraduate teaching experience at a Community College or University **OR** professional training experience with indications of successful performance.

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2. Significant managerial experience in business with indications of successful performance.
3. Evidence of adapting to evolving technologies in a global business environment.
4. Ability to communicate clearly both orally and in writing.
5. Knowledge, ability, and enthusiasm to teach several of the following lower-division courses: Digital Marketing, Social Media Marketing, Business Law, AI for Business, Human Resource Management, Business Analytics and Management Information Systems.
6. Ability to use instructional methods that reflect cultural sensitivity and to effectively teach a diverse student population with a demonstrated commitment to equity.
7. Willingness to make positive contributions to the department and the greater work of the college through committee work, marketing outreach, and involvement in student success.
8. Ability and willingness to continuously improve instructional quality (e.g., by reviewing and utilizing innovative methodologies, techniques, and delivery methods such as collaborative learning, service learning, learning communities, instructional technology, and online education.)

WORKING CONDITIONS:

Environment:

1. Indoor classroom and office environments; outdoor environments.

Physical Abilities:

(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

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APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter documenting your experience, skills, and abilities as they relate to each of the minimum and preferred qualifications enumerated in the position announcement. Please be sure to address all preferred qualifications that you meet, as your responses will be a primary source of information concerning your qualification for the position.
3. A current resume or CV of all work experience, formal education, and training.

If you wish to request equivalency for this position (if you do not otherwise meet the minimum qualifications via educational degree attainment as specified), you must submit the Request for Equivalency form and supporting documentation. This form must be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. http://hr.fhda.edu/_downloads/Equivalency.pdf

Applicants will be **REQUIRED** to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense.

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information"

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webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE: \$72,704.00 - \$119,405.00 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to: https://hr.fhda.edu/_faculty-information.html

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, 10-months per year.

STARTING DATE: Fall 2025.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

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This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2027?c=fhda>

Contact Information

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

Contact

Faculty

Foothill-De Anza Community College District

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