



## Professor of Administration of Justice & Homeland Security (Fall 2026)

*Help prepare the professionals who safeguard our communities and nation. As a Professor of Administration of Justice & Homeland Security at Arizona Western College, you will engage, challenge, and mentor students as they pursue careers in law enforcement, emergency management, and security. If you are looking for a role with purpose and real-world impact, we want to hear from you.*

### **Salary:**

Faculty salary range is \$54,134-\$67,396, commensurate with education and experience. Discover your placement in our 2025/2026 [Faculty Salary Schedule](#).

### **Summary of Function:**

Faculty members, both full-time and adjunct, are involved in continuous assessment and engage in expanding teaching methodologies and delivery systems to improve student academic success and retention. Full-time faculty will follow an 80-10-10 model, where they actively participate in departmental/divisional meetings and activities, in student recruitment/retention/advisement activities, in community/partner relationships, and in activities that promote and support the district-wide academic goals of the local populations and the College. Faculty may be asked to teach on various campuses, via in-person, online, hybrid, and virtual learning environments, as needed to support program, department, institutional, or community needs for a given semester.

### **Typical Duties:**

Serves Students.

### Teaching Responsibility:

- Teach 15 equated load hours/semester (to include material and preparation time); develop and grade exams and instruments to evaluate student learning and progress; submission of student grades/progress as required by the programs/policies of the Instruction area.
- Maintain a minimum of 5 office hours/week/semester load and direct interaction with students in a formal learning environment for a 15-equated load hour schedule.
- Remain current in the discipline and update course content. Maintain and update annually standard syllabus/outline for each course in accordance with program/procedures.
- Collaborate with division leadership and departmental faculty to develop and implement processes and tools for assessment of teaching and student learning outcomes incorporating appropriate methodologies and technology.
- Collaborate with division leadership, departmental faculty, colleagues and Curriculum, Assessment, and Scheduling to develop and utilize systems for evaluation of teaching and learning that align with course competency expectations, and student learning outcomes (SLOs).
- Collaborate with division leadership and departmental faculty to assess student learning and apply assessment results to improve teaching and learning in courses.
- Participate in annual course and/or academic program evaluation and assessment utilizing the college's designated tools and/or software; provide course and/or academic program information, documentation, and supporting materials as needed and as directed; actively engage and participate in the college's assessment process.

### Community Responsibility:

- Participate in professional development activities outside the College, such as community events, boards, clubs, conferences, or other specific activities as determined by division leadership. Inform and coordinate participation with division leadership.
- Serve on local and state advisory committees as directed by the division leadership.

### Additional Responsibility:

- Participate in faculty recruitment.
- Serve as a mentor and resource for faculty.
- Budget for equipment, materials, and supplies to support courses of primary responsibility.
- Assist with maintaining and securing equipment in the classroom and lab spaces.
- Develop and conduct field trips.
- Work with Department and Division faculty to help develop and support intern, research, and work experiences for students at all levels.
- Work with division leadership and department faculty to develop and implement Open Educational Resources (OER) content.
- Develop an active program of study that will complement and extend the current course/program offerings.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

**Required Qualifications:**

- Master's degree in the discipline, OR
- Master's degree with 18 graduate hours in the discipline, OR
- Master's degree in any discipline with three years of full-time work experience related to the course(s) taught, OR
- Bachelor's degree with an industry recognized license or certification and three years of full-time work experience, OR
- Bachelor's degree with a current Arizona teaching certificate in the discipline and three full-time years teaching in the content area, OR
- Meet qualifications as outlined under institutional procedure, [Faculty Credentials](#)

**Additional Eligibility Requirements:**

- Experience teaching in a community college preferred, but not required; experience must be demonstrated on application materials

**Classification:**

- Exempt

**Position Type & Work Schedule:**

- Full-time, 9-month position
- 33 hours per week, in-person and on-campus
- Instructional days and times are dependent upon the semester course schedule and institutional need
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

**Knowledge, Skills, and Abilities:**

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of the academic discipline being taught
- Knowledge and understanding of effective teaching methods and learning theories
- Knowledge of curriculum design and assessment practices
- Knowledge of and ability to effectively utilize instructional technologies and learning platforms, including a learning management system
- Skill in current technologies and word processing, databases, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill and proficiency in planning and delivering engaging and effective instruction
- Skill in creating and grading assessments that accurately measure student learning
- Strong organizational skills to manage course materials, records, and administrative tasks
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to utilize appropriate instructional strategies and educational technology for various modalities
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional, civil, and supportive manner

- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public
- Ability to provide instruction for all levels of learners, including foundation or introductory courses
- Ability to build positive relationships with students and colleagues
- Ability to address and resolve issues related to teaching and student learning
- Ability to efficiently manage time to balance teaching, preparation, and administrative duties
- Ability to prioritize and meet deadlines
- Ability to establish and maintain effective working relationships with other department staff, faculty, students, and the public

**Work Environment:**

- Inside classroom, lab, or office environment with normal noise and lighting levels
- Outside instructional or lab area, if applicable to the academic field or content area
- Working environment may include various locations across the service district, indoor locations as needed to support program, department or institutional needs

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- Occasionally stoop, bend, kneel, crouch, reach, and twist

**Travel:**

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs
- Travel to additional campus locations to support instructional delivery and assignment

**Note:**

- Location: Yuma Campus
- Benefits Eligible

**APPLICATION PROCEDURE:**

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

**ADDITIONAL DETAILS:**

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

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**ADDRESS INQUIRIES TO:**

Arizona Western College

Human Resources

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Email: [Human.Resources@azwestern.edu](mailto:Human.Resources@azwestern.edu)

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