



Position Description

Job Title: Part-Time Faculty
Department: Academic Affairs
Reports To: Adjunct Faculty Coordinator
FLSA Status: Exempt
Created Date: May 2013
Approved by: Executive Cabinet
Revision Dates: March 2019, November 2018, July 2013

Job Scope

A part-time faculty member is responsible for providing the highest quality of instruction within the College's various programs. A part-time faculty member must effectively plan and prepare course content to optimize student learning, participate in the assessment of student learning, communicate openly with lead faculty and students, attend classes with regularity and punctuality, maintain currency within an assigned discipline, and project a professional demeanor.

Essential Job Responsibilities

1. Prepare and implement rigorous course materials to include engaging lectures, relevant activities, meaningful discussions, appropriate assessments, and generally responsive instructional strategies that meet the requirements of the course and individual needs, interests, and abilities of students.
2. Adhere to the course syllabus and ensure that all outlined learning outcomes, assessments, and regulating standards are met to their fullest capacities. Develop and supply a syllabi addendum inclusive of the following information: instructor contact information, course specific policies and procedures, updated submission dates, etc. The syllabi addendum must be posted in the learning management system.
3. Ensure that all classes and assignments are respectful of Federal and State regulations and contractual obligations; that is, individual classes and course semesters should be taught in their entirety. Time spent in classes, including outside assignments, should be designed to maximize student learning and consistent with accreditation requirements.
4. Administer, score, and report on course-specific common assessments as per department guidelines and due dates.
5. Submit mid-term and final grades via learning management system and/or myPEAK by the deadlines established by Administration.
6. Establish and manage classroom policies that are consistent with the college's policies and procedures. Clearly state them in the syllabi addendum.
7. Participate in ensuring that the classroom or instructional environment is healthful and safe and generally conducive to learning.
8. Record attendance via learning management system according to college policy. Part-time faculty must follow any student attendance policies specifically outlined in course syllabi.
9. Communicate openly with the administration and lead faculty concerning the course, curricula, teaching practices, and student issues.
10. Provide students with access to syllabi, addendums, policies, and instructor information via learning management system.
11. Communicate openly with students concerning instructional expectations, student progress or lack of progress, changes to the course, etc.
12. Provide academic support to students on an "as needed" basis.
13. Participate in and attend all professional growth activities and maintain awareness of new trends and developments within areas of instructional responsibility. Part-time faculty will be required to

- attend all mandatory trainings/meetings pertaining to their course(s). These trainings/meetings will occur prior to and throughout a given semester.
14. Follow and adhere to all College policies and procedures.
 15. Maintain a professional demeanor at all times.
 16. Other duties as assigned.

Direct Reports

None.

Qualifications: To perform this job successfully, an individual must be able have the knowledge, skills, and abilities to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Minimum Education for Part-Time Instructor: Master's degree in a field of study relevant to the discipline(s) in which they teach for transferrable programs.

Minimum Education for Part-time Lecturer: Bachelor's degree with significant credits earned in a field of study relevant to the discipline of their teaching assignments and a master's degree with either credits earned in a field relevant to the discipline of their teaching assignments or credits earned in education methodology for transferrable programs. Lecturers assigned to teach in a career-technical area shall have an associate's degree in a relevant field of study plus two years of work experience in the discipline area, or five years of work experience in the discipline area combined with nationally recognized industry certification(s).

Experience & Knowledge: Ability to demonstrate effective teaching, learning, and advising strategies. Strong interpersonal skills including the ability to establish positive relationships and effectively work with students, faculty and staff. (Additional knowledge and skills may be required by specific programs.)

Computer Skills: Demonstrated knowledge of Microsoft Office Suite. (Additional knowledge/competencies may be required by specific programs.) Experience in learning management system, especially Schoology, preferred.

Certificates, Licenses, Registrations: Criminal Background Check (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History – Fingerprinting (Act 114). (Additional certificates, licenses, and registrations may be required by specific programs.)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to use hands to write, handle, or feel; reach with hands and arms. The employee may occasionally have to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical classroom environment with a quiet to moderate noise level.

Employee Signature Date

Supervisor Signature Date