

JOB TITLE: Adjunct Faculty

FLSA: Exempt

REPORTS TO: Department Chairperson and Delegated Academic Dean

DATE EFFECTIVE: 07/01/19

POSITION SUMMARY: Adjunct faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations on a per semester basis. Teaching and training duties shall be performed under the direct supervision of the Department Chairperson, but may be delegated to the Academic Dean, and/or the Vice President.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught;
- Faculty teaching in Career and Technical programs, an associate's or bachelor's degree is preferred; however, a comparable amount of training, education, certifications, or work related experience may be substituted for the for the minimum qualifications. Credentialing requirements for programs with accreditation will take priority.

ESSENTIAL TASKS: Adjunct Faculty must be able to perform the following functions:

A. INSTRUCTION

- Teach courses as scheduled each academic semester. Teaching may include lecture, laboratory classes, clinical, or other types of courses as arranged.
- With the assistance of the core faculty, Department Chairperson, and Dean of Arts & Sciences, participate in developing course and/or program curriculum, standards, and policies.
- Develop course curriculum, handouts, lectures, labs, presentation, and maintain course outlines/syllabi, printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus, submitted following established guidelines each semester, and approved textbook (and/or related instructional material).
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, audio visual equipment, and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Participate in textbook adoption and review as appropriate.
- Schedule, supervise, debrief, and evaluate students in clinical, internships, observations, field experiences, or other similar settings as appropriate for the course or program.
- Participate in course level assessment including development of learning outcomes and measures, evaluating student performance, and recommending improvement measures.
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns, and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.

B. SERVICE TO THE COLLEGE

- Knowledge of College instructional policies and procedures.
- Mentor students; refer students, when appropriate, to specialized resource services within the College.
- Participate in adjunct faculty workshops, orientations, and other trainings as appropriate.
- Submit all student grades and documentation prior to the required deadlines.

- Submit any and all other College materials to the Department Chairperson's office at the end of the semester.
- Comply with federal regulations including: the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student populations.

C. FACULTY DEVELOPMENT

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and/or program discipline, including maintaining licensure, certification, or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.

Environment: Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs. if applicable for the position.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.