

# Classification Description



**Job Title:**            **Adjunct Professor**

**FLSA Status:**        **Exempt**

## **Job Purpose**

The adjunct professor is responsible for providing professional quality work as a teaching faculty member. Work includes conducting and teaching courses within the prescribed curriculum for students enrolled at the College; preparing and delivering lectures to students; compiling, administering and grading examinations; and providing academic assistance to students as needed.

## **General Responsibilities**

### **Essential Functions**

Teaches courses as assigned by the appropriate academic Dean in accordance with the course description as outlined in the College calendar, course syllabus, and other approved curricular materials.

Cooperates with the supervisor in the purchase of supplies, equipment, library books, textbooks, etc., appropriate to the course(s) taught.

Completes and submits grade reports, attendance verification and other specific reports which may be required by the College within deadlines established in the Academic Calendar for faculty.

Prepares and submits, for the supervisor's approval, a syllabus for each course taught for each semester or term of instruction, in accordance with the College's Common Course Syllabus format. The syllabus must be based on the approved content syllabus for the course and must be submitted in time to be approved and ready for distribution during the first week of class each term.

Prepares thoroughly for each class. Expected to spend approximately 4 hours each week on course related activities (preparation, grading, correspondence with students) for every 3 contact hours of classroom instruction (5 hours for a 4 contact hour course).

Meets all scheduled classes promptly. Teaches for the full time allotted and provides academic assistance to students as necessary.

Knows, understands and adheres to the College Catalog and the Adjunct Faculty Guide. Becomes familiar with and follows all College procedures, including emergency procedures such as the location of fire alarms, escape routes and exits.

Is accountable for any keys, furniture, equipment and materials assigned to the employee.

## **Adjunct Faculty**

**Faculty who desire to teach online courses** must gain certification through the division of Teaching Innovation, Professional Development and Online Learning (TIFDOL) and maintain certification according to College Operating Procedure 03-0804. Faculty teaching online should review a copy of College Operating Procedure 03-0805 for guidelines and expectation of online faculty. These procedures may be accessed via the College's website.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

A doctoral or master's degree from a regionally accredited institution of higher education in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester credit hours in the teaching discipline). In some disciplines/programs, alternate qualifications may be accepted with appropriate supporting documentation and with the approval of the Vice President, Academic Affairs.

For upper division courses (3000 and 4000 level) a doctorate in the teaching discipline from a regionally accredited institution of higher education is preferred.

A demonstrated in-depth knowledge of the subject area to be taught.

Demonstrated proficiency in oral and written communication in the language in which assigned courses will be taught.

Demonstrated ability to communicate effectively with and maintain positive working relationships with students, peers, supervisors and staff.

Demonstrated high ethical and moral character.

Personal and educational philosophy compatible with the goals, objectives, and mission of the College.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

## **Adjunct Faculty**

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical:	Routinely requires the ability to communicate effectively with students in a manner that supports the mission and values of the College.
Environmental:	Normal general teaching and office environment.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 20, 1979. Revised: December 8, 2006, May 28, 2010, February 1, 2011, March 20, 2014, July 1, 2014.