richland community college

Position Description

**Position Title:** AdjunctFaculty **Date:** Sept. 15, 2009 **Division:** Instructional Divisions

**Reports to:** Dean **Classification:**  Adjunct Faculty **SUPERVISES:** N/A

**Position Summary**

Plan, prepare, implement, teach, and evaluate classroom, laboratory, and clinical instruction. Participate in program development and evaluation. Participate in program-related activities as needed.

# Minimum Requirements

Master’s degree in discipline and teaching experience or equivalent combination of education and/or experience.

# Essential Functions

Participates in course development, implementation, and evaluation consistent with the program’s philosophy, objectives, and conceptual framework as directed by the Dean or full-time faculty member by:

* Formulating course goals and objectives for each class and lab (if applicable)
* Organizing and recommending course content
* Recommending teaching methods
* Recommending textbook and other teaching materials
* Planning classroom and lab (if applicable) assignments
* Creating examinations
* Conducting classroom instruction using other methods of instruction, in addition to lecture
* Providing feedback to students regarding their performance within a reasonable period of

time.

Provides current, organized instruction in classroom and other teaching environments (if applicable) utilizing sound, comprehensive principles.

Supervises and evaluates student learning in the classroom and other teaching environments (as applicable).

Cooperates and collaborates with other college divisions to meet students’ learning needs and objectives.

Provides a climate that is conducive for learning for students.

Participates in College, Division, program, and course assessment activities for programs, courses, and institutional initiatives, including the recommendations of goals, methods, and quality indicators.

# Other Responsibilities

* Assists in the development of program policies regarding admission, selection, evaluation, and retention of students.
* Informs Dean of student problems/issues.
* Assists with recruitment and admission procedures, when assigned.
* Establishes and meets office hours convenient for assisting students.
* Provides academic advisement and program and career information to meet student needs.
* Consults with students regarding learning needs and performance.
* Refers students to college services, e.g., counseling, academic advising, financial aid, learning resources, study assistance center, tutor assistance, etc., as needed.
* Understands and maintains student records, grades, and other information and submits required information to meet established deadlines.
* Maintains the confidentiality of information according to FERPA guidelines.
* Keeps current in profession through personal initiatives for learning and professional development growth activities.
* Serves on College and/or Division committees.
* Performs community service activities.

# Physical/mental demand and work environment

* Operates standard office equipment such as phone and computer on a frequent basis.
* Receives, processes, and provides visual and verbal information, including electronic communications.
* Is available for occasional irregular hours and travel.
* Must be able to work effectively in stressful situations.
* Provides timely response to externally/internally imposed conditions and deadlines.
* Responds to concurrent, multiple, non-related issues.

**Customer Service Statement**

* Consistently performs duties with concern, courtesy, and respect for all persons in a prompt and timely manner. Must work cooperatively with students, staff, and community members and be sensitive and respectful to issues of students and staff diversity.
* Consistently exhibits responsiveness to others in the organization at all levels and responds to requests for assistance from students, staff, and community members in a helpful and timely manner.

**RISK MANAGEMENT RESPONSIBILITIES**

* Includes, but is not limited to, monitoring conditions, events, and circumstances present through daily operations in the accomplishment of job position tasks and functions. Supervises the safe operation of labs and equipment; maintains a safe clinical environment (if applicable). Provides careful supervision and protection of the College’s real and personal property.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements which may be inherent in the position.

Status: FT\_\_ PT \_X\_

Grant Funded: Yes \_\_ No \_X\_

Some adjunct faculty positions may be grant-funded.

Exempt: Yes \_X\_ No \_\_