SF Part-Time FACULTY POSITION DESCRIPTION:

Each part-time faculty member reports to a chair or director, satisfies criteria for accreditation, possess subject matter expertise, and has the following instructional and institutional responsibilities

- Preparing course work and delivering instruction
- Evaluating student learning
- Engaging in professional development

All of the foregoing responsibilities should be performed to support the College’s mission and values and will be determined in relation to institutional priorities.

### Designing Courses, Delivering Instruction, and Evaluating Student Learning

A faculty member:

- Selects and organizes materials based on discipline-specific Course Outlines and General Education Learning Outcomes.
- Provides instruction that is consistent with other courses taught in the department and consistent with the college syllabus standards and learning objectives.
- Establishes high expectations for student achievement and sets clear guidelines for success and good classroom management skills.
- Provides students with written information about the goals and requirements of the course.
- Develops methods that fairly and accurately assess students’ progress in achieving the stated learning objectives and provides timely feedback to students.
- Provides students with frequent, timely assessment of and clear feedback about their performance.
- Submits course grades as required by the College Registrar.
- Re-examines course content, methods, and materials and makes necessary enhancements based on student, peer, and supervisor feedback, as well as regular self-evaluation.
- Must be available to students and maintain office hours proportionate to the adjunct faculty instructional assignment.
- Maintains effective communication within the College and the department or program.

### Providing Service to the Department or Program and to the College

Although generally not part of their compensable duties, adjunct faculty members may be invited to participate in the following:

- Discipline area and department or program meetings
- Taskforces and/or committees
- College-sponsored professional development activities