

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:

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