POSITION DESCRIPTION

Position Title: Adjunct Faculty
Instructional Division: Career & Technical Education
Dean: Mel Whiteside

I. Narrative General Description
Butler Community College exists to develop responsible involved lifelong learners and to contribute to the vitality of the community it serves. In order to accomplish our mission and to foster our over-arching guiding principle of student-centered learning, faculty responsibilities include the following:

II. Functional Responsibilities

A. Mastery of Subject Matter
1. Demonstrate thorough and accurate knowledge of the field or discipline
2. Display an ability to interpret and evaluate theories in the field or discipline
3. Connect subject matter with related fields
4. Stay current in subject matter

B. Teaching Performance
1. Adhere to current approved departmental course outlines
2. Plan and organize instruction in ways which maximize student learning
3. Employ appropriate teaching and learning strategies, including appropriate technology when available
4. Modify, where appropriate, instructional methods and strategies to meet diverse student needs
5. Encourage the development of communication skills and higher order thinking skills through appropriate assignments
6. Communicate subject matter to students
7. Create a positive learning and teaching atmosphere

C. Evaluation of Student Learning
1. Develop evaluation methods which fairly measure student progress toward objectives
2. Evaluate and utilize student work to promote maximum learning
3. Maintain accurate records of student progress

D. Support of College Policies and Procedures
1. Meet scheduled classes in accordance with college policy
2. Prepare, distribute and submit syllabi based on current approved department course outlines for all assigned sections in accordance with college policies
3. Maintain confidentiality of student information
4. Exercise stewardship of college facilities and materials

E. Participation in College, Division, and Program Activities
1. Attend meetings and events as required by college administration
2. Respond in a timely fashion to information requests and required reports from college, division, and program administrators (e.g., last date of attendance report, rosters, grades, all state/vocational reporting requests)
3. Support both adjunct and full-time colleagues

III. Departmental Responsibilities
A. Assist in curriculum development and textbook review/selection
B. Attend inservice meetings
C. Ensure courses meet current standards
D. Assist in maintaining all lab equipment; leave room as you find it
E. Maintain accurate grades, attendance, and other required paperwork
F. Document needed supplies and submit to lead instructor or chair
G. Teach ethical work practices
H. Maintain student discipline with policies and procedures
I. Incorporate Learning PACT skills and record on rubrics as required
J. Have students complete student surveys when requested in a timely manner
K. Maintain current certifications as appropriate
L. Participate in lesson plan review and documentation

IV. Required Experience/Educational Background
Faculty teaching courses in Career & Technical Education programs must hold a Bachelor’s degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation and/or possess “valid/current industry-recognized credential and a minimum of 4,000 hours of work experience in the specific technical field” in which he/she teaches.