POSITION DESCRIPTION

Position Title: Adjunct Faculty
Instructional Division: Math, Science & Education
Dean: Lori Winningham
Lead Instructor: Larry Friesen, BOE- Mathematics, Engineering
          Donna Gorton, BOA-Mathematics
Administrative Contact: Lori Winningham
Revision #1, April 2005
Revision #2, October 2008
Revision #3, October 2014

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
1. Content Expertise: demonstrates that body of skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced education, training and/or experience.
   a. Meet appropriate credentials for teaching assignments in discipline
   b. Display an ability to interpret and evaluate theories in the field or discipline
   c. Connect subject matter with related fields
   d. The instructor will use appropriate technology, including the use of a graphing calculator if required.

2. Instructional Design: designing, sequencing, and presenting experiences which facilitate student learning.
   a. Develop and distribute syllabi that adhere to the current departmental approved course outline
   b. Develop and implement student engagement activities
   c. Design and/or incorporate improvements in instructional strategies as a result of assessment feedback
   d. Review and revise instructional strategies/curriculum as appropriate to meet diverse student needs
   e. Contribute to the selection and development of instructional material
3. Instructional Delivery: those human interactive skills and characteristics which (1) make for clear communication of information, concepts, and attitudes, and (2) promote or facilitate learning by creating an appropriate learning environment.
   a. Encourage student participation and engagement
   b. Encourage development of communication, critical thinking and/or problem solving skills
   c. Use a variety of instructional techniques
   d. Create a classroom environment conducive to learning
   e. Prepare/Present material in an organized and logical manner
   f. Follow the syllabus that has been submitted to the administration

   a. Identify learning outcomes and skills/competencies
   b. Design and/or use evaluative measures, such as rubrics
   c. Prepare, administer, and evaluate assessment instruments
   d. Provide feedback to students regarding learning progress
   e. Review/analyze student assessment data

5. Course Management: those organizational skills in operating and managing a course
   a. Meet classes on time and as scheduled
   b. Prepare, distribute and submit syllabi for all assigned sections in accordance with program and divisional policies.
   c. Adhere to learning outcomes as stated in course outlines
   d. Maintain attendance and accurate records of student progress
   e. Submit timely/accurate rosters, grade reports, required departmental assessments and required reports for state and federal agencies

6. Professional Development
   a. Maintain appropriate credentials for teaching assignments in discipline
   b. Stay current in subject matter through professional development
   c. Participate in professional activities which contribute to the educational goals of the college and its constituents
7. Service to the College
   a. Attend meetings and events as required by college administration.
   b. Support both adjunct and full-time faculty
   c. Contribute to program and division curriculum development processes
   d. Support the college mission, vision, strategic priorities and goals, and Learning College Principles

8. Support of College Policies and Procedures
   a. Fulfill all requirements as stated in this position description
   b. Maintain confidentiality of student information
   c. Exercise stewardship of college facilities and materials
   d. Utilize the institution’s communication tools, such as inter-campus mail, Pipeline and voicemail.

III. Departmental Responsibilities
1. Administer Common final in MA 120/125/131/135
2. Complete required assessment tasks in all courses
3. Return graphing calculators upon completion of teaching course
4. Return graphing calculators, overheads and tell when broken, etc.
5. Support both adjunct and full-time colleagues
6. The instructor will use appropriate technology, including the use of a graphing calculator if required.

IV. Required Experience/Educational Background
   Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline.

Employee Signature______________________________ Date________

Supervisor Signature_____________________________ Date________