

## JOHNSON COUNTY COMMUNITY COLLEGE

### JOB DESCRIPTION

#### Position Title

Adjunct Faculty

#### Reports to

Chair/Assistant Dean/Director/Dean of Appropriate Program

#### Position Description – Adjunct Faculty Roles and Responsibilities

Adjunct faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Adjunct faculty are expected to excel in classroom instruction and to fulfill various responsibilities related to their assigned teaching duties.

#### Major Position Responsibilities

**Teaching** – Adjunct faculty members are expected to be effective teachers and excel in course instruction. Listed below are the minimum expectations of all faculty who teach at JCCC.

***Effective teaching requires content expertise:*** Faculty must demonstrate deep subject knowledge, including key concepts, current and relevant research, methodologies, tools and techniques, and meaningful applications. Consequently, faculty members are expected to do the following:

- Possess thorough and accurate knowledge of his or her specific field/discipline including the ability to evaluate and apply content.
- Be committed to professional development by keeping current in their respective discipline.
- Maintain faculty credentials as required by the college's accrediting agencies.

***Effective teaching reflects sound instructional methods drawn from the scholarship of teaching and learning, and cultivates a supportive learning environment that allows students to think critically and experiment with material.*** Therefore, faculty members are expected to do the following:

- Select and develop instructional materials; plan and organize instruction to enhance student learning; create appropriate assignments to encourage student learning, the development of communication skills, and higher order thinking; and use available instructional technology, as appropriate.
- Use a variety of proven methods of engagement and assessment that facilitate student mastery of the content.
- Provide students constructive, encouraging, and corrective feedback.
- Evaluate student learning by creating and applying course competencies and accurately evaluating student progress.

- Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs.

***Effective teaching communicates successfully.*** Effective teaching clearly articulates high, achievable, and purposeful expectations. Effective teaching adeptly guides meaningful course activities, allowing students to advance their knowledge or skill. As a result, faculty members are expected to do the following:

- Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students.
- Provide timely, substantive feedback in appropriate forms.

***Effective teachers should meet institutional expectations.*** Therefore, faculty members are expected to do the following:

- Meet classes as scheduled; notify the appropriate Chair, Assistant Dean, or Dean in advance if they are to be absent, and, if possible, arrange for a substitute instructor or assignments for his or her class.
- Be accessible to students through e-mail, wireless/cellular technology, or scheduled office hours including arranging, when necessary, additional time for appointments.
- Prepare and distribute syllabi in accordance with established procedures and guidelines and follow the published final exam schedule.
- Maintain accurate records of students' academic standing; promptly provide final grades, attendance, and other information as required by administration.
- Respect the confidentiality of student information; refrain from discussing or releasing such information except within recognized limits.
- Evaluate students based solely on their academic performance and to respond promptly to student grade questions and/or appeals.

**Member of the College Community** – In addition to teaching, adjunct faculty members are expected to be an active member of the college community. Listed below are the expectations of adjunct faculty as responsible and professional representatives of JCCC.

***Members of the college community should perform their professional responsibilities in accordance with the goals, missions, and plans of the department, program, division and College.*** Therefore, faculty members are expected to do the following:

- Fulfill all requirements as stated in College policies and procedures including mandatory training.
- Attend and participate in all required meetings and exercise stewardship in the use of college facilities and materials.
- Submit information or materials related to their assigned duties as requested by college administrators or peers in a timely manner.

***Members of the college community should contribute to the creation of a collegial culture.*** As colleagues, all faculty have obligations that derive from common membership in the community

of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Faculty accept their share of faculty responsibilities for the governance of the institution (drawn from AAUP Statement on Professional Ethics, 1966, Revised 1987, 2009). Therefore, adjunct faculty members are expected to do the following:

- Collaborate with faculty, staff, and stakeholders from across the College and the community in order to create, preserve, and enhance important partnerships.
- Provide support for both adjunct and full-time colleagues in the form of consultation and cooperation; work as effective team members when required.
- Treat all members of the college community with dignity and respect demonstrating inclusivity and civility, and engage in constructive conflict resolution.

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