

Arts and Science Adjunct Instructor Position Description

General Description

Arts and Sciences adjunct instructor in lower- and/or upper-level general education courses in specialty area

Education

Minimum of a Master's degree in specialty + 18 credits in the subject area; terminal degree(s) preferred.

Experience

Minimum of two (2) years of recent experience in teaching general education at the baccalaureate level. Effective oral and written communication skills; ability to work effectively and appropriately with culturally diverse groups; possess strong computing and networking skills.

Reports

Dean of Arts and Sciences

Purpose

To provide classroom instruction on an as needed basis at less than $\frac{3}{4}$ full-time load.

Responsibilities

- 1) Provide instruction to students as delineated by course curriculum.
- 2) Participate in Methodist College's general education assessment program.
- 3) Evaluate student performance in accordance with the course requirements and provide appropriate feedback to students in a timely manner.
- 4) Prepare effectively for class in a manner consistent with the course objectives and course outline.
- 5) Adhere to classroom protocol as established in Methodist College Faculty Handbook.
- 6) Respond to and evaluate student learning by appropriate means.
- 7) Grade papers, tests, projects and other assignments in a timely manner and gives appropriate feedback to students.
- 8) Submit grades to the Registrar at midterm and at the completion of the course.
- 9) Establish and maintains posted office hours to meet with students.
- 10) Participate in at least one College event or committee each year.
- 11) Participate in the annual College adjunct self-reflection and evaluation process.
- 12) Effectively deliver required course content in Sakai learning management software.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.