

Instructor – Adjunct – Arts & Sciences

Academic Affairs Department

Position Description

Purpose:

Adjunct instructor for lower and/or upper-level courses.

Education:

18 graduate credits in the discipline plus one level above (Master's degree).

Reports to:

Associate Provost and Dean of Arts and Sciences.

Responsibilities:

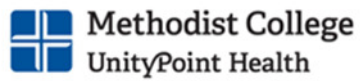
1. Provide instruction to students as delineated by course curriculum.
2. Participate in Methodist College's general education assessment program.
3. Evaluate student performance in accordance with the course requirements and provide appropriate feedback to students in a timely manner.
4. Prepare effectively 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.

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.