

Instructor – Adjunct - Mathematics Arts & Sciences Department

Position Description

Purpose:

Mathematics adjunct instructor for lower and/or upper-level courses in the

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:

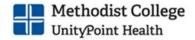
- 1. Provide instruction to students as delineated by course curriculum.
- 2. Participate in Methodist College's general education assessment program.
- 3. Evaluate student performance in accordance with the course requirements and provide appropriate feedback to students in a timely manner.
- 4. Prepare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