



Human Resources Department

## Job Description

<b>Classification:</b> Adjunct	<b>Date of Job Description:</b> March 2, 2006
<b>FSLA Status:</b> Exempt	<b>Position Title:</b> Adjunct Faculty (Off-Campus)
<b>Department:</b> Dean of Outreach	<b>Position Reports to:</b> Dean of Outreach, Lead Campus Instructor, Division Chair

### **JOB SUMMARY:**

An adjunct faculty member will be responsible for maintaining the highest academic standards in his/her particular discipline. The individual is expected to exercise professionalism in all activities related to the role of academician, including those concerned with the various duties assigned by the Dean of Outreach and any involvement with colleagues, peers, community and students. The position of an adjunct faculty member is temporary, and is appointed as needed.

NOTE: Position descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and facts, which may impact the College's need to modify position requirements.

### **JOB STANDARDS:**

#### ***Education and Experience***

All instructors must meet state adopted minimum qualifications or the locally established equivalencies.

#### ***Knowledge and Skills***

- Demonstrated teaching skills and subject knowledge, preferably at the community college level.
- Degree and credit hour requirements must be met in accordance with the criteria established by the Kansas Board of Regents.
- Must demonstrate effective use of instructional technology.

#### ***Working Conditions***

- Noise level in the work environment varies from very quiet to moderate as is typical of an office or classroom environment.
- Environment is usually indoors in a centrally heated/air-conditioned climate.

#### ***Physical/Mental Demands***

- Regularly required to touch, handle, feel or reach objects, tools and controls; and verbally communicate with students and co-workers.
- Frequently required to sit and/or stand for extended periods of time.
- Independently transport one-self to various campus locations.
- Specific vision abilities required include vision, distance vision, identification and discernment of colors, peripheral vision, depth perception and the ability to focus.
- Must be able to effectively communicate with students, staff and the public.

### **ESSENTIAL FUNCTIONS OF THE JOB INCLUDE, BUT ARE NOT LIMITED TO:**

1. Teaches all courses as assigned by the Dean of Outreach or Outreach Site Coordinator
2. Maintains attendance and punctuality.
3. Maintains a professional appearance at all times.
4. Prepares course syllabi (if not provided by the Division).
5. Meets all scheduled classes on the assigned day/time.
6. Uses scheduled class time appropriately.

7. Demonstrates a professional attitude, philosophy, and commitment that promotes student growth and learning.
8. Demonstrates commitment to the institutional mission, goals, and objectives.
9. Adheres to College Rules and Procedures, which reflect updated Federal, State and local legislation that governs the educational process.
10. Maintains accurate student records for grading and attendance purposes, submitting grade reports and certification rosters within college deadlines.
11. During periods of planned absences, coordinates with the Dean of Outreach or Outreach Site Coordinator for qualified substitute instructors and provides instructional materials, and directions to ensure consistent and sequential classroom instruction.
12. Promotes and maintains a healthy and safe educational and work environment, free from harassment and discrimination.
13. Performs all other duties as assigned by the proper authority.

**RELATIONSHIPS:**

Internal: Reports to the Dean of Outreach, Lead Campus Instructor, Division Chair. Position works closely with the administrative offices and departments across campus. Rapport must be established, maintained and promoted with students, faculty and staff.

External: Interacts with members of the community to coordinate events and projects a positive image of the college at all times.