

## Approved FCC Job Description

<b>Adjunct Faculty</b>	Approved by LLC on July 28, 2004
Job Code: Adjunct Faculty	Eligible for Overtime: No
Salary Plan and Grade: Adjunct Pay Scale	

### General Description of the Job

To create a premier student-centered learning environment in assigned course(s) accessible to individual learners with diverse educational needs and goals.

### Essential Functions

The following are the functions essential to performing this job.

1. Facilitate Student Learning:
  - a. Prepare, deliver, and assess learning activities that are consistent with approved course Core Learning Outcomes:
    1. Provide instruction using discipling-specific technology, appropriate and effective standards of delivery, and a variety of methods of instruction.
    2. Improve student learning by utilizing advances in pedagogy.
    3. Provide timely and effective methods of learning progress reports to students.
  - b. Actively engage students in critical thinking, learning processes and interpersonal workplace skills:
    1. Cultivate open-minded inquiry.
    2. Encourage thoughtful, self-reflective assessment.
    3. Promote cooperation and mutual respect among students.
  - c. Infuse multicultural and diverse perspectives into the instructional processes as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.
  - d. Provide method for students to leave messages and respond to those messages promptly.
2. Participate in Professional Development:
  - a. Complete orientation process for adjunct faculty.
  - b. Seek out current developments and information within discipline
  - c. Identify and implement, as appropriate, innovative pedagogical practices
  - d. Strive to understand and use technology as it applies to pedagogical standards of delivery within the discipline and as it is appropriate for the student population.
3. Professional Responsibilities:
  - a. Submit and update personnel forms required for employment.
  - b. Review legal policies that apply to teaching.
  - c. Be familiar with advancement and evaluation processes and procedures.
  - d. Participate in training directly related to classroom technology utilization.
  - e. Submit course syllabi utilizing accepted format and other required instructional materials.
  - f. Provide timely notice if unable to attend class or scheduled meetings.
  - g. Submit grades electronically as required by registrar's office.
  - h. Participate as required in academic grievance process.
  - i. Support the stated mission, policies, and procedures of Frederick Community College.

### Other Functions

Individuals in this job may be invited to participate in one or more of the following tasks:

- a. Serve on college and campus-wide committees.
- b. Participate in department meetings.
- c. Engage in activities that enhance the college's relationship to the community.
- d. Participate in professional organizations.

### Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

1. Demonstration of knowledge and skills required to teach the Core Learning Outcomes of the assigned course(s), such as: workplace documentation, discipline-related Bachelors/Masters degree, appropriate post-secondary education, and/or portfolio.
2. Experience and/or strong interest in teaching courses online.

### **Qualification Standards**

1. Education: Varies according to education needed to teach course core learning outcomes.
2. Successful experience: Varies according to experience needed to teach course core learning outcomes.
3. Other preferences: Varies according to course assigned.

### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to, the following:

1. Supervisor or supervisor's designee performance feedback (teaching observation and/or student evaluation review).
2. Peer evaluation process.
3. Student evaluations.
4. Essential functions of the job description.

*Note: The College reserves the right to change or reassign job duties, or combine positions at any time.*