White Earth Tribal and Community College

Job Description

**Position Title**
Adjunct Faculty

**Reports to**
Academic Dean

**Position Summary**
Adjunct faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Adjunct faculty are expected to excel in classroom instruction and to fulfill various responsibilities related to their assigned teaching duties.

**Major Position Responsibilities**

**Teaching** – Faculty members are expected to be effective teachers and excel in course instruction.

*Effective teaching requires content expertise.* Faculty must demonstrate deep subject knowledge, including key concepts, current and relevant research, methodologies, tools and techniques, and meaningful applications. Adjunct faculty members are expected to do the following:

- Possess thorough and accurate knowledge of their specific field/discipline including the ability to evaluate and apply content.
- Be committed to professional development by keeping current in their respective discipline
- Maintain faculty credentials as required by the college’s accrediting agencies

*Effective teaching reflects sound instructional methods.* Faculty instructional methods are drawn from the scholarship of teaching and learning, and cultivate a supportive learning environment that allows students to think critically and experiment with material. Adjunct faculty members are expected to do the following:

- Identify and develop instructional materials; plan and organize instruction to enhance student learning; create appropriate assignments to encourage student learning, the development of communication skills, and higher order thinking; and use available instructional technology.
• Use a variety of proven methods of engagement and assessment that facilitate student mastery of the content.
• Provide constructive, encouraging, and corrective student feedback.
• Evaluate student learning by creating and applying course competencies and accurately evaluate student progress.
• Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs.

Effective teaching communicates successfully. Effective teaching clearly articulates high, achievable, and purposeful expectations. Effective teaching adeptly guides meaningful course activities, allowing students to advance their knowledge or skill. Adjunct faculty members are expected to do the following:

• Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students.
• Provide timely, substantive feedback in appropriate forms.

Effective teachers should meet institutional expectations. Adjunct faculty members are expected to do the following:

• Meet classes as scheduled, notify the Academic Dean in advance if they are to be absent, and make appropriate arrangements for their courses (substitute instructors, assignments, projects, etc.).
• Be accessible to students through email, video conferencing technology, scheduled office hours, or arranging additional time for appointments.
• Prepare and distribute syllabi in accordance with established academic procedures and guidelines.
• Assess their courses through formative and summative assessment practices, make appropriate adjustments to curriculum, and develop action plans for the courses they teach.
• Maintain accurate student records, promptly provide final grades, attendance, and other information as required by administration.

Member of the College Community – In addition to teaching, faculty members are expected to be an active member of the college community.

Perform professional responsibilities in accordance with the goals, missions, and plans of the program and college. Adjunct faculty members are expected to do the following:

• Fulfill all requirements as stated in the College policies and procedures including mandatory training.
• Attend and participate in all required meetings and exercise stewardship in the use of college facilities and materials
• Submit information or materials related to their assigned duties as requested by college administrators or peers in a timely manner

Should contribute to the creation of a collegial culture. As colleagues, all faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Faculty accept their share of faculty responsibilities for the governance of the institution. Adjunct Faculty members are expected to do the following:

• Collaborate with faculty, staff, and stakeholders from across the college and the community in order to create, preserve, and enhance important partnerships.
• Provide support for both adjunct and full-time colleagues in the form of consultation and cooperation and work as effective team members.
• Treat all members of the college community with dignity and respect demonstrating professional, courteous behavior and engage in constructive conflict resolution.