



Job Description

Adjunct Faculty

DIVISION: Academic Affairs

DEPARTMENT: Academic Success/General Education

CLASSIFICATION:

PAY GRADE:

ACCOUNTABILITY: Director of Academic Success

FLSA STATUS:

JOB SUMMARY:

The adjunct faculty member will provide course instruction and assess student learning in his/her area of expertise to students enrolled in Liberal Arts and Sciences courses. Instruction may include classroom lecture, facilitating group discussions and projects, and/or computer laboratory instruction at various WATC locations. Teaching assignments will include between 1-9 credit hours of courses in the field. Day, afternoon, evening, weekend, and/or on-line classes may be available.

DUTIES AND RESPONSIBILITIES:

1. Relates to students in a professional manner that demonstrates respect for the individual
2. Reviews course content with administrator or designee prior to instruction
3. Creates and provides students with a detailed syllabus which contains the elements specified on the WATC syllabus template
4. Submits the syllabus/syllabi two weeks before the beginning of class to the Academic Success office
5. Meets with class(es) on the scheduled dates for the full duration of class time
6. Presents instruction in a manner consistent with lesson objectives and course outcomes
7. Returns graded work in a timely and consistent manner
8. Seeks student feedback to identify and meet student needs
9. Is available to answer student's questions and provides feedback regarding student performance as schedule permits
10. Evaluates learning in an ongoing effort to document student mastery of course objectives
11. Performs paperwork related to the assignment, including completion of all required reports
12. Maintains classroom environment that supports learning
13. Turns in grades by the established due date and assist the registrar in maintaining an accurate record of class enrollment
14. Maintains records of student achievement in the event of a grade appeal
15. Meets with Director of Academic Success and/or the V.P. of Academic Affairs if and as requested; and,
16. Maintains close communication with the Director of Academic Success regarding any classroom or learning issues that may arise.

SKILLS AND EDUCATIONAL REQUIREMENTS:

- Master's degree or higher in the field, or a master's degree with at least 18 graduate hours in the field
- Has previous teaching experience at the post-secondary, college, or university level.
- Demonstrates basic word-processing skills
- Complies with hiring requirements of WATC
- Has current Kansas driver's license

INTERRELATIONS:

- Maintains confidentiality

Adjunct Faculty

Position filled by:
Date:

- Utilizes diplomacy in interpersonal relations
- Deals with diverse populations
- Uses appropriate conflict management and negotiation techniques for problem solving
- Participates as an effective team member and can also work independently.

WORKING CONDITIONS:

- Must be flexible and adaptable to different learning styles of a diverse student population

NEEDED ATTRIBUTES:

- Ability to manage stress effectively and to deal with immediate and long term changes
- Serves as role model for staff and students
- Ability to make decisions based on collection of data
- Exhibits professional, friendly manner to all with whom he/she comes in contact
- Accepts responsibility and fulfills commitments

Employee

Date

Supervisor

Date