



## JOB DESCRIPTION

<b>JOB TITLE:</b> Adjunct Faculty	<b>FLSA:</b> Exempt
<b>Department:</b> Teaching Field	<b>Date Revised:</b> 8/8/2023
<b>Job Code:</b>	<b>Grade:</b>
<b>Reports To:</b> Program Coordinator or Program Director	

### **Job Summary**

Galveston College is an innovative public post-secondary institution, which is dedicated to student success and teaching and learning. Adjunct faculty are expected to demonstrate a commitment to academic excellence and are primarily responsible for providing instruction in their assigned courses. Adjunct Faculty are also expected to demonstrate and maintain competence in each of the following areas throughout their employment at the College.

### **Essential Functions**

- Demonstrates and applies a thorough and accurate knowledge of their teaching field and discipline;
- Maintains currency in subject matter through professional development;
- Meets all classes on-time as scheduled;
- Effectively employs teaching and learning strategies, including instructional technology when appropriate, to maximize student learning and to meet diverse students' needs;
- Regularly evaluates teaching methods and uses data to continually improve instructional effectiveness;
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments;
- Develops and uses evaluation methods, which fairly measures student progress toward outcomes;
- Communicate effectively with and provide feedback to students in a timely manner;
- Maintains accurate records of student progress;
- Submits final grade rosters and supporting documents according to established deadlines;
- Maintains familiarity with and adheres to College Policies and Procedures;
- Maintains accessibility to students and colleagues;
- Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in accordance with program, division, and College procedures;
- Fosters and maintains effective working relationships with students, colleagues, and supervisors;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills, and Abilities**

- Education must meet the requirements as mandated by the Southern Association of Colleges and Schools for the appropriate field of study and degrees awarded at this institution. Each department displays the specific requirements for each position;
- Ability to communicate and facilitate learning effectively and work collaboratively;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to write reports, class assignments and business correspondence. Ability to effectively present information to students and respond to questions from individuals as well as groups of students and chairs/directors;
- Demonstrated commitment to the centrality of teaching and learning in a student centered environment bolstered by effective student outcome measures;
- Ability to establish and maintain effective interaction with students, peers, administration and staff.

**Work Environment**

- Work is performed in a classroom, office and/or lab settings; no unusual circumstances.

**Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date