

BARTON COUNTY COMMUNITY COLLEGE POSITION DESCRIPTION

Position Title: Associate Faculty (on an as needed basis)
Reports To: Associate Dean of Community Education & Community Education Coordinators

I. **Narrative General Description:** Based on Barton County Community College's mission and heritage, members of the faculty acknowledge their commitment to student learning and retention, their colleagues and the College. Therefore, associate faculty members are individually and collectively responsible for the following:

- (a) the development and teaching of curriculum which results in student learning;
- (b) active participation in student retention initiatives;
- (c) active participation in college-wide institutional effectiveness initiatives; and
- (d) promoting and maintaining an environment conducive to student learning and the professional well being of colleagues, staff, and administration.

II. **Faculty Responsibilities for Student Learning & Retention:**

A. Planning, preparing, and producing student learning experiences which:

- recognize and engage students' desire to learn;
- motivate students to increased satisfaction and development of learning skills;
- increase opportunities for quality educational performance and success;
- use effective performance as an expectation by which to empower students;
- maintain high, but realistic expectations, challenging individual and collective performance goals for themselves and their students;
- demonstrate enthusiasm for teaching and a positive attitude about the students' ability to learn;
- present ideas clearly, integrate current subject matter into their work, and create a climate conducive to learning;
- reflect well-prepared, well-organized, and relevant material;
- stimulate intellectual curiosity and provide an opportunity for critical thinking, active learning, and problem solving;
- demonstrate an appreciation for a diverse student population and encourage students with alternative ways of learning;
- provide and reinforce linkages between instruction and real-world applications;
- seek the students' suggestions or input, primarily around how to accomplish learning goals;
- engage students appropriately in the decision-making process related to student performance;
- provide cooperative learning opportunities;
- reflect fairness in evaluation of student progress, prompt and constructive feedback, and attend to feedback from students and others; and
- incorporate continuous commitment to and demonstration of student learning outcomes (job readiness, skill levels,, and/or mastery of subject matter).

B. Participating in student retention and motivation activities which:

- reinforce and motivate student learning and personal development;
- offer positive orientation, guidance, and direction through coaching;
- demonstrate availability to students, both in and out of the classroom;
- work toward the elimination or reduction of learning obstacles;
- encourage growth in students' self-esteem;
- offer students the opportunity to explore career options related to the curriculum;

Faculty Responsibilities for Colleagues & College

C. Participating in college-wide institutional effectiveness initiatives including:

- outcomes and assessment
- professional development i.e., special training meetings presented by the College
- enrollment and recruitment

D. Related functional responsibilities including, but not limited to, the following:

- Teaching organized courses in keeping with the descriptions published in the catalog and in accordance with the schedule of classes, except as modified by agreement with the appropriate associate dean;
- Adhering to *classroom instructional* hours
- Maintaining accurate scholastic records of students enrolled in classes and submitting of required reports thereto;
- Preparing and updating necessary syllabi for approval of the appropriate associate dean;
- Acquainting and adhering to the Board of Trustee's policies, procedures, and processes developed by college personnel, as well as implementing those of other state agencies which influence college operations;
- Participating purposefully within a management environment which is open, collegial, and democratic;
- Maintaining professional growth in his/her academic discipline, translating the knowledge gained into course revisions, and when appropriate, proposals for credit and non-credit courses; and
- Performing other such duties as may be assigned by the associate dean, dean, and president.

III. Consulting Tasks

- A. Associate faculty members will cooperate with their colleagues on and off campus, other campus departments, supervisors, and administration in carrying out the mission of the college.

IV. Supervises the Following Staff

- A. None

V. Required Knowledge and Skills

- A. Must possess excellent knowledge in appropriate teaching field(s) as well as exceptional communication/people skills.
- B. Must be able to demonstrate excellent teaching skills that incorporate and attain measurable student learning outcomes.
- C. Must be able to interact professionally and effectively with faculty, administration, staff, students, and community.

VI. Required Experience

- A. Successful college teaching/community college teaching preferred.

VII. Required Qualifications

Academic qualifications vary according to instructional discipline.

- A. For academic/transfer courses and programs, an appropriate graduate degree in the subject area is preferred;
- B. For vocational instructional programs, an undergraduate degree and/or appropriate certification(s) representing industry standards for employment in occupational/career is preferred.

VIII. Exemption status

Exempt

4/3/05 E.S.