Northwestern Michigan College
Job Description

Job Title: Adjunct Faculty-English Composition
Department: Communications/English
Reports To: Academic Chair
FLSA Status: Exempt
Prepared By: Deirdre Mahoney, Chair
Prepared Date: 7/07/2016
Approved By: Erika Cotner, Talent Acquisition Coordinator
Approved Date: 12/12/2019

SUMMARY
The adjunct faculty member is passionate about teaching writing and engaging new college students. Writing instructors at NMC teach all levels of first-year writing (ENG 111, 111/11, 112, 112/12) and join other faculty in teaching an innovative curricula and embracing a team approach to teaching and learning. The ideal candidate will possess the ability to relate well to a diverse population of learners and will use Moodle, an e-learning platform, to complement classroom instruction. Meeting deadlines, communicating proactively, and participating in college-wide assessment are crucial responsibilities. Instructional load may include teaching nights and weekends.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, REGISTRATIONS and CRITICAL SUCCESS FACTORS

Required:
- Master’s degree in English, Creative Writing, or Literature; or a Master’s degree in another discipline, plus 18 hours of graduate credit in English, Creative Writing, or Literature.

Preferred:
- Teaching experience with integrated computer classrooms, their applications to composition, teaching first year developmental writing students, and basic/developmental reading and writing.
- Expertise in rhetoric and composition, writing across the curriculum, integrated learning and learning communities, and flexible learning options.
- Two or more years’ college-level composition teaching experience
- Experience using Moodle or other online management system to supplement classroom teaching

SUPERVISORY RESPONSIBILITIES
- None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
(See the NMC Adjunct Resource Guide for further details @ https://www.nmc.edu/departments/human-resources/nmc-employee-guide.pdf)

Specifically, adjunct faculty members have these responsibilities:

Planning and Instruction:
- Prepare and deliver instruction to students.
- Effectively employ a range of suitable strategies to foster student learning.
- Stimulate class discussions and encourage active learning in all students.
- Maintain proper class-related records.
- Promptly assess student coursework and apprise students of progress.
- Demonstrate an interest in using current and emerging technologies in the classroom and/or in online teaching.

Curriculum:
- Support the academic area and College through other work normally expected of adjunct faculty members.

Professional Development:
- Engage in on-going professional development activities, maintaining and expanding expertise in academic field. (College
Specifically, adjunct faculty members have these responsibilities:

1. Effectively teach students registered for assigned classes.
   
a. Prepare appropriate plans, materials, and learning activities for students to reach the learning outcomes of each class.
   
b. Present to students, by whatever means is more effective, the information in as imaginative and stimulating a manner as his/her competence and the circumstances permit.
   
c. Consult with students individually and/or in groups to; 1) amplify, examine, critique, and/or apply course material to help students efficiently reach learning outcomes; and 2) identify common learning problems of students so the teaching strategies can be appropriately adjusted.
   
d. Construct and administer tests, and/or other means, for measuring student learning. Upon evaluating such performance for each instructional period, report a grade for each student to the Records Office by the date due.
   
e. Maintain any student records appropriate to regular college procedure and assessment practice.
   
f. Use survey forms as designated to obtain evaluation feedback regarding performance.
   
g. Submit appropriate materials to the Vice President or his/her designee. All official college transcripts should be sent to Human Resources.
   
h. Attend meetings required by the Vice President, Academic Chair, or their designees.

2. Effectively participate in the affairs of the College as necessary to develop and maintain a strong and vibrant instructional institution.
   
a. Contribute ideas and energies to cooperate and actively participate as a team member with colleagues in carrying out activities of the division.
   
b. Consult with the Academic Chair, Department Head, or other appropriate college personnel on questions or issues involving course, curricula, instructional strategies, and College procedures and policies.

3. Continuously improve teaching effectiveness through professional growth. For example, adjunct faculty are encouraged to attend, whenever possible, professional development activities sponsored by NMC's Center for Instructional Excellence.
   
a. **Attendance (Instructor)**
      
      In the event of the instructor's absence, it is the adjunct instructor's responsibility to notify the Educational Services Office as soon as possible by calling 995-1543. All class cancellations are posted on the campus TV monitors and the telephone information bulletin board. Extended absences may result in reduction in the adjunct faculty member's contracted pay.
   
b. **Attendance (Student)**
      
      It is assumed that regular attendance is necessary for success in any course. While generally it has been accepted that a student should be penalized when the number of absences, due to negligence on the student's part, are in excess of the hours of credit in the course, instructors are permitted to establish attendance regulations for their own classes. Each instructor must determine their own policy at the beginning of each semester and include it in the instructions to the students. All work missed by absence must be made up to the satisfaction of the instructor.

      If a student has excessive absences, the instructor should attempt to contact the student regarding the problem and also notify the Academic Chair.
In the event that students or parents report to the Educational Services Office that the student will be absent for an extended period of time because of illness or other unforeseen circumstances, this information will be transmitted to the appropriate instructors.

**DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS**

Each adjunct faculty member is primarily responsible for effectively teaching students in assigned classes. In such assignments, each adjunct faculty instructor is a member of the professional teaching staff, and as such is responsible for effectively implementing the mission of NMC and the appropriate academic areas. Each member of the adjunct faculty is directly responsible to, and is provided resources by, the following: the academic chair(s), the department head(s), and/or the program coordinator(s). The office manager in each academic area is an additional resource to all faculty.

Specifically, adjunct faculty members have these responsibilities:

**Planning**

1. Distributes to each student, and for each course taught, an approved syllabus that:
   a. Conveys the goals and outcomes of the course.
   b. Reflects curriculum adopted by the academic area for said course.
   c. Establishes and communicates challenging expectations for students.
   d. Explains the relationship of those expectations to the grading and assessment process.

2. Plans thoroughly on a daily, weekly, and semester basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).

**Instruction**

1. Provides motivation to learn through:
   a. Thorough planning.
   b. Enthusiasm for the subject matter.
   c. An appropriate classroom climate.
   d. Relevant and current course content.
   e. The use of varied instructional delivery modes.

2. Facilitates and paces instruction effectively to maximize learning.

3. Assesses learning goals frequently, using a variety of methods, such as:
   a. Questioning techniques.
   b. Oral and/or written tests.
   c. Student presentations.
   d. Writing assignments.

4. Is available to students for consultation on an as-needed basis.

5. Provides instructional support (e.g., tutoring and support services/special needs) as deemed appropriate. For detailed information about these services, contact Kari Kahler, Director of Learning Services, at 995-1228.

**Professional Growth**

1. Maintains a current knowledge of the subject area(s) of instruction and effective teaching methodologies.

2. Makes good use of professional development opportunities. For information on professional development activities available to adjunct faculty, visit www.nmc.edu/cie.

**Professional Expectations**

1. Professional Expertise: Subject Area Mastery
   a. Places the primary emphasis on student learning in the design, delivery, evaluation, and assessment of courses.
   b. Demonstrates a continuing engagement with the learning and scholarship of his/her area of specialization.
   c. Strives to be on the cutting edge of professional content knowledge and methodology.

2. Professional Expertise: Teaching Methodology
a. Provides a clear and comprehensive course syllabus.
b. Understands and adapts teaching to the various learning styles present in the classroom as demonstrated by the
development of course materials and assessment of student learning.
c. Understands and practices a variety of teaching strategies.
d. Uses innovation in teaching practices to facilitate student learning.
e. Designs and implements a course curriculum that reflects the relevance of the academic studies to the everyday
world.

3. Professional Qualities
   a. Exhibits strong communication skills and serves as a role model for students in this area.
   b. Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
   c. Is fully committed to the mission and values of Northwestern Michigan College.
   d. Possesses a positive attitude including the ability to see good in self and others.
   e. Shows flexibility including the acceptance of and willingness to change.
   f. Takes risks and tries new things.
   g. Knows and acknowledges personal limits.
   h. Displays self-discipline and a strong work ethic.
   i. Accepts responsibilities for professional and personal growth.

4. Professional Abilities
   a. Demonstrates success and commitment as a team player.
   b. Uses constructive feedback as an opportunity for growth.
   c. Handles conflict effectively.
   d. Motivates others.

5. Professional Relations with Students: Creating a Positive Learning Environment
   a. Puts students first.
   b. Sets high expectations for students.
   c. Resolves to “make a difference” in students’ learning.
   d. Makes an earnest attempt to learn and remember students’ names.
   e. Listens to and hears what students say.
   f. Shows respect for students.
   g. Shows confidence in students and encourages them to believe they can learn successfully.

Additional Contract Responsibilities
1. Responds to requests (e.g., from academic area chairs, department heads, committee chairs, Records Office) in a
timely and thorough manner.

2. Communicates with students and college personnel via the College’s electronic mail system (i.e., GroupWise).

3. Consults with the academic area chair or other appropriate College personnel on questions or issues involving
course curricula, instructional strategies, and College policies and procedures.

4. Works constructively and through established channels to resolve problems.

5. Meets classes for the scheduled times.

6. Notifies the academic area office manager and the Central Scheduling Office (995-1113) as soon as possible if the
need to be absent arises. Absences may result in a reduction in contracted pay.

7. Consults the official class roster to assure that all students appearing in class are registered for the class, as students
are not permitted to sit in class without being registered. All students must be registered by the end of the add
period.

8. Maintains a paper or electronic record (i.e., spreadsheet or grade book) of each student’s progress and has it
available upon request by appropriate College personnel. Submits a copy of the record to the academic area chair
at the conclusion of every semester. Such records must be kept by the college for a period of three years.

9. Enters grades online for each student for attendance verification, mid-semester notification and final grades.
10. Follows academic area’s established method for obtaining student evaluation feedback regarding instructor performance.

11. Treats all members of the College community with dignity and respect.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively present lectures and information to students and discipline leadership in clear and understandable manner.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions due to travel between buildings and campuses. The noise level in the work environment is usually moderate.