



JOB DESCRIPTION

TITLE: Adjunct Faculty Pool

COLLEGE/SCHOOL/DEPT: *College of Education*

DATE PREPARED: July 16, 2019

REPORTS TO: Dept. Chair, Teacher Preparation

FLSA: Exempt

POSITION SUMMARY:

Part-time and full-time teaching faculty share our commitment to learning, teaching, interaction with students and faculty, service to our communities of practice, and scholarship. They are united by the common goal of inspiring academic excellence in students with a broad range of interests and experiences consistent with the mission of the University. They are key to creating a rewarding learning experience for students by engaging them, challenging them, and supporting them. They contribute to and participate in a range of activities related to effectiveness and excellence in teaching and student retention. Faculty members remain aware of discipline content intent for the courses they teach.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Department Chair:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Develop curricula and innovative teaching materials for the courses, as needed.
5. Provide academic assistance to students outside of normal class hours and demonstrate a willingness to work with and motivate these students to better prepare students for academic success.
6. Facilitate Class Instruction. The adjunct professor is responsible for teaching the assigned class in accordance with learning objectives and session plan outlines specified by the department chair.
7. Evaluate Student Performance. The adjunct professor is expected to administer evaluations of student performance based on course deliverables and course rubrics. All course grades will be submitted by established due dates.
8. Evaluate Student Dispositions. The adjunct professor is expected to complete a disposition form for all students in the course and discuss concerns with the department chair.
9. The adjunct professor is responsible for participation in training and departmental meetings as appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A Ph. D. (preferred) or Master's degree in Education or related field from a regionally accredited institution is required.
2. Three years teaching experience in K-12.
3. College-level teaching experience or adult education is preferred.
4. Proficient in Microsoft Office Suite programs required.
5. Record of excellence in teaching.

APPLICATION INFORMATION AND DEADLINE: Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Position filled on an As-Needed Basis Each Semester

To apply, please email application material to: Humanresources@heritage.edu or Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948