



## JOB DESCRIPTION

**TITLE:** Adjunct Faculty Member

**DEPARTMENT:** *College of Arts & Sciences OR College of Education*

**REPORTS TO:** Department of Chair

**FLSA:** Exempt status

**SALARY:** *According to Pay Chart*

### POSITION SUMMARY:

A Heritage University adjunct faculty member is part of a team and invited to be part of our governance structures and ongoing professional development. Adjunct instructors are part-time instructors hired to teach specific courses in a particular field, the adjuncts are integral to our instruction.

Position Title: Adjunct Faculty

Job Summary: The adjunct faculty member is responsible for delivering high-quality instruction in their respective courses. They contribute to the educational mission of the institution by teaching courses, assessing student performance, and providing academic support and guidance to students as needed. Adjunct faculty members are often invited to participate in curriculum development and engage in scholarly activities related to their field of expertise.

### RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.
2. 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.
3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.
4. Maintain at all times confidentiality of student files, comply with FERPA and ensure files are protected working with IT to employ security measures to lock down electronic files.
5. Teach Courses: Develop and deliver course content, including lectures, presentations, and class discussions, in alignment with the curriculum and learning objectives.
6. Prepare Materials: Create and organize instructional materials, such as syllabi, handouts, assignments, and assessments, to support effective teaching and learning.
7. Assess Student Performance: Evaluate student performance through assignments, exams, projects, and other assessments. Provide timely and constructive feedback to students to facilitate their learning and growth.
8. Support Student Learning: Be accessible to students and provide academic guidance and support, including answering questions, clarifying concepts, and offering additional resources or references.

9. Engage in Professional Development: Stay current with developments in the field of study, engage in professional growth opportunities, and apply new knowledge and methodologies to enhance instructional practices.
10. Collaborate with Colleagues: Collaborate with other faculty members, department chairs, and academic staff to ensure the quality and consistency of the curriculum, instructional methods, and student support services.
11. Attend Meetings: Participate in faculty meetings, departmental meetings, and other institutional gatherings as required.
12. Participate in Curriculum Development: Contribute to the development and revision of courses and programs, including designing new courses or updating existing ones, based on industry trends and academic standards.
13. Fulfill Administrative Responsibilities: Complete administrative tasks related to teaching, such as recording grades, submitting reports, and maintaining student records, in a timely and accurate manner.

**QUALIFICATIONS:**

- A minimum of a master's degree in the relevant field or a closely related area (Ph.D. preferred for higher-level courses or advanced subjects).
- Demonstrated expertise and professional experience in the subject area.
- Teaching experience, preferably at the college or university level, though relevant professional experience may also be considered.
- Strong communication and interpersonal skills to engage with students, colleagues, and staff effectively.
- Commitment to student success and the ability to foster a supportive learning environment.
- Familiarity with educational technologies and a willingness to incorporate them into teaching practices.
- Flexibility in scheduling and the ability to accommodate various instructional formats, including in-person, online, or hybrid delivery.
- Please note that the specific job requirements and expectations may vary depending on the institution, department, and subject area. It is essential to refer to the job posting or contact the institution directly for a comprehensive understanding of the adjunct faculty position you are interested in.

**APPLICATION INFORMATION:** Please visit our [Adjunct Onboarding](#) to apply.

- [Adjunct Faculty Employment Procedures](#)
- [Adjunct Faculty Application](#)