

Full-Time Faculty Job Description

Summary of Job Duties

Full-time faculty are professionals with the responsibility of providing a quality learning experience for UA - Pulaski Technical College students. Faculty perform instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college. The relationship of the faculty member to the student is one of teacher and facilitator of learning.

The successful hire will teach _____ courses as assigned.

This position requires teaching 30 credit hours at the undergraduate level per academic year. This may vary based on the discipline and/or demand. Other responsibilities of this position include:

- Maintenance of office hours/establishing a campus presence in accordance with UA-PTC Campus Presence Policy 623.
- Advising a caseload of students in the discipline or in a related or general field of study.
- Actively and consistently participating in orientations, professional development workshops, all mandatory or required training, events, and meetings, such as commencement and convocation.
- Establishing and maintaining positive, collaborative working relationships with students, colleagues and staff.
- Demonstrating a willingness to use contemporary educational techniques and technology.
- Maintaining skills or knowledge required for the discipline.
- Utilizing syllabus, timeline of class curriculum and other information to present information in a timely manner for the success of students.
- Arranging for the acquisition and preparation of appropriate materials and equipment in a timely manner necessary to meet course objectives.
- Providing prompt and accurate records of assessments and final grade reports.
- Demonstrating consistent professionalism with students and commitment to working cooperatively with campus personnel to fulfill the Mission of the College.
- Reviewing and selecting the textbooks and/or other materials needed for each course taught.
- Actively communicating, maintaining, and collaborating with the Advisory Committee for the discipline (if applicable). Faculty are expected to incorporate Advisory Committee feedback as appropriate.
- Completing all required reports, including but not limited to, course-level or program-level outcomes assessment and academic program review, within the prescribed time frame.
- Other duties as assigned by the department chair, school dean, or Provost.

Other responsibilities of this position include:

- Active participation in non-instructional campus responsibilities (considered service to the College), such as shared governance committee work, scholarship review committee or reader, appeals committee assignments, awards committee, participation in department, school, or

campus wide initiatives, representing the college at recruitment and other community events, serving as an advisor for a registered student organization, etc.

- Development of assessment of student learning and departmental programs.
- A commitment to developing and following institutional and departmental policies or procedures regarding classroom/laboratory safety.
- A commitment to student success and retention.
- Candidates for these positions must possess a thorough knowledge of the teaching field, a commitment to high academic standards, and excellent written and oral communication and interpersonal skills.

Qualifications

Minimum Qualifications

Faculty must hold degrees, certifications and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification or recognition in other countries. Some industry-related certifications and licenses may be approved by an appropriate cabinet or state department outside of the USDOE (i.e. Department of Labor, Department of Transportation, etc.).

For general education courses, a master's degree with 18 graduate hours in the discipline being taught is required. For technical or occupational skill areas, an associate degree or appropriate industry-related licensure/credential is required.

Faculty will possess competence and experience to develop, revise, implement and assess the curriculum to ensure that students are acquiring current knowledge, including familiarity with technology used in classroom settings. The ability to utilize web-based educational technology is expected.

Faculty must have flexibility to teach day, evening, and weekend classes. Teaching assignments may include our Main Campus and any other sites (including off-campus partner locations) and may involve alternative delivery methods. The possibility of teaching overloads for extra pay exists as well as summer teaching.