POSITION TITLE: Psychology Instructor - Adjunct

DEPARTMENT: Social and Behavioral Sciences

PERSONNEL GROUP: Faculty

POSITION REPORTS TO: Department Chair & Dean of Sciences

REVISION APPROVED BY: Mr. Horacio Salinas, Jr.

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: April 6, 2010

EDUCATIONAL REQUIREMENTS:
Master's Degree, eighteen graduate hours in Psychology required.

BASIC FUNCTION AND RESPONSIBILITY:
Provide instruction and monitor teaching/learning effectiveness in courses assigned by the Department Chairperson, with the approval of the Dean of Sciences and the Vice President for Instruction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
1. Teach Psychology courses.
2. Prepare and, on the first day of class, distribute departmental syllabus which informs students in writing about course requirements as to absences, tardiness, testing, assignments, and grading policies.
3. Inform students of their progress by promptly returning assignments, quizzes, and examinations.
4. Compile, administer, and grade instruments that evaluate student progress.
5. Encourage the use of the Library, the Tutoring Center, the Counseling Center and other supportive services.
6. Counsel students and notify student or counselors of frequent absences, failures, or necessary make-up work.

7. Meet all assigned classes on time in the assigned classrooms and be available to students 15 minutes before class, except between classes when teaching back-to-back classes, and 15 minutes after class per day in the Adjunct office or the Tutoring Center.

8. Follow procedures related to the Registrar’s Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, mid-semester progress reports, and the like.

9. Follow the academic calendar and procedures as outlined in the Faculty Procedures Manual.

10. Direct library research or other outside assignments.

11. Promote College programs and curricula.

12. Update syllabi at least every two years.

13. Substitute for colleagues when necessary.

14. Cooperate in evaluation procedures by students, Department Chairperson, and the Vice President for Instruction.

15. Provide a safe environment for students and be responsible for the security of assigned equipment, materials, and classrooms.

16. Perform other duties as assigned by the Department Chairperson, Dean of Sciences, Vice President for Instruction or President.

EXPERIENCE:
Some experience in teaching, preferably at the junior and/or senior college level.

SKILLS, KNOWLEDGE, ABILITIES:
Be knowledgeable, mature, and concerned with the academic progress of students. Be cooperative and professional in dealing with college administrators, colleagues, and students.

Ability to provide service to a diverse population, to operate specialized equipment, audio-visual aids, and to develop lecture strategies to enhance teaching effectiveness.

LICENSES/CERTIFICATES: N/A

SUPERVISION RECEIVED: Department Chairperson, Dean of Sciences, Vice President for Instruction, and the President.

SUPERVISION EXERCISED:
PHYSICAL REQUIREMENTS:
Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

WORKING CONDITIONS:
Inside Work-in a well lighted and air conditioned area most of the time
-Or-
Outside will be exposed to all types of weather, noise, and vibration from equipment.

SPECIAL CONDITIONS:
Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:
The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

______________________________ Mr. Horacio Salinas, Jr.______________________________
Print Name Print Name

Psychology Instructor - Adjunct Department Chair
Print Title Print Title

______________________________ ______________________________
Employees Signature and Date Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.