



Job Title: Adjunct Instructor - English	Division/Department: College of Arts & Sciences
Location: Main Campus	Reports to: Associate Dean

POSITION SUMMARY: To provide instruction and support for traditional students' success in addition to assessing the student outcomes of the program for which the course(s) is designed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide quality instruction and feedback for students in the scheduled course(s)
- Be available for scheduled office hours and appointments to provide support for student learning
- Create, distribute, and follow a syllabus which is based on the master syllabus of the course, aligned to student outcomes of the program, and approved by the Chair of the School
- Assess student performances of the outcomes of the program and provide data to the Chair of the School and Chief Assessment Officer
- Communicate with the Chair of the School on a regular bases
- Maintain appropriate records
- Respond to students, administrators, faculty, and staff in a timely manner
- Support the mission and goals of the University

Developmental courses may include:

ENGL 1003 Introduction to College English
 ENGL 1023 Readings
 ENGL 1013 Introduction to College Composition

OTHER QUALIFICATIONS:

- Must possess excellent communication, both oral and written, and organizational skills necessary to the position
- Must possess excellent relationship skills to work effectively with individuals and groups.

EDUCATION and/or EXPERIENCE:

Master's degree in English or at least 18 hours in English at the Master's level.

COMPUTER SKILLS:

Must have knowledge of Microsoft Office applications.

PHYSICAL DEMANDS: The physical demands are representative of those required to successfully perform in this position.

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.