

FACULTY POSITION DESCRIPTION

**DEPARTMENT:**

**RANK:**

**QUALIFICATIONS:**

List the ADVERTISED qualifications.

**TEACHING AND**

**PROFESSIONAL**

**RESPONSIBILITIES:**

Academic year workload--- ( ) credit hours (full-time). No more than three classes per semester. Hold a minimum of -- office hours per week. Prepare course outline and syllabus, develop course and lesson plans, and engage in the selection of textbook and other teaching aids necessary to the instruction of courses. Conduct classroom instruction for one or more courses in the curriculum at the higher education level. Teach pertinent course subject using lectures, demonstrations, class discussion, and other appropriate modes of educational delivery. Lead and monitor classroom instruction that promote educational and learning process keeping with faculty academic freedom and responsibility. Foster student development. Participate in co-curricular activities such as department colloquia and honors seminars. Maintain laboratories and equipment. Serve as academic advisor to graduate and undergraduate students and be available to faculty and students for consultation for questions in one’s area of expertise.

**CONTINUING**

**SCHOLARLY GROWTH:**

Pursue on an ongoing basis the continuance of scholarly growth, both within and outside the subject discipline, in the academic profession. Engage in scholarly/creative activity and make results available for critical peer review. Examples may include but are not limited to development of experimental programs; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; and contributing to the scholarly growth of one's peers.

**SERVICE:**

Foster education for service by contributing professionally to department and university governance outside the classroom for the campus community and community at large, in a participatory, developmental, or advisory capacity. Examples include but are not limited to: quality of participation of program, department, school, and University committees; contributing to college governance; development of new courses, programs, colloquia, lectures, and consultations; voluntary membership in profession and community-based organizations reasonably related to the discipline; lectures, consultations, consulting with local and area agencies and organizations; support and participate in student organization activities.

**OTHER**

**RESPONSIBILITIES:**