



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Adjunct Arts & Sciences Instructor

- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Develop, distribute, and post to Course Management System as approved by department head within the first week of the semester course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the registrar at the end of each semester.
- Adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquires and other communications about students in a timely manner.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Keep minimum office hours.

**Qualifications:** A Master's degree in the discipline to be taught (or related discipline) or a master's degree with a concentration in the discipline to be taught (a minimum of 18 graduate semester hours) from a regionally accredited college or university. Teaching experience at the college level or high school level preferred. Candidates must have good instructional techniques; computer knowledge; student-centered attitude; and must be well organized.

**Reports To:** Appropriate Department Head