

Santa Fe Part-Time Faculty Position Description

Each part-time faculty member reports to a chair or director, satisfies criteria for accreditation, possesses subject matter expertise, and has the following instructional and institutional responsibilities:

- Designing courses, delivering instruction, evaluating student learning, and incorporating college-required technology.
- Possessing subject matter expertise and engaging in ongoing professional development.
- Maintaining effective communication within the College and the department or program.

All of the foregoing responsibilities should be performed to support the College's mission and values and will be determined in relation to institutional priorities.

Instruction and Assessment

A faculty member:

- Selects and organizes materials based on discipline-specific course outcomes/objectives and general education learning outcomes.
- Develops a plan of instruction that responds to the needs of students, the instructor's teaching style, the goals of the course, and the nature of the subject matter.
- Establishes high expectations for student achievement and sets clear guidelines for success.
- Provides students with written information about the goals and requirements of the course.
- Develops methods that fairly and accurately assess students' progress in achieving the stated learning outcomes/objectives.
- Provides students with frequent, timely assessment of and clear feedback about their performance.
- Submits course grades in a timely manner.
- Assesses, on an ongoing basis, course content, methods, and materials and makes necessary enhancements based on college-supplied and other data on student success, satisfaction, and retention, peer and supervisor feedback, and regular self-evaluation.
- Assesses instructional and other student-facing materials to determine the extent to which they are inclusive of diverse voices and experiences and improves them according to assessment results.
- Provides appropriate opportunities for students to communicate with them outside of class time proportionate to the faculty instructional assignment and consistent with departmental expectations.

- Collaborates with Disabilities Resource Center staff and other Student Services staff as necessary to provide accommodations.
- Incorporates college-required and appropriate technology.

Service to the Department or Program and to the College

Although generally not part of their compensable duties, a faculty member is invited to provide service to the department or program by:

- Attending discipline area and department or program meetings.
- Participating in curriculum or program development and review.
- Contributing to planning for and assessment of the College and department or program.

A faculty member is invited to provide service to the College by:

- Participating in college-wide governance.
- Serving on taskforces and/or committees.
- Assuming other responsibilities for the College and for the department or program as needed.

Additionally, a faculty member is welcome to provide service to the greater community (e.g. providing professional development to early learning educators).

Subject Matter Knowledge and Professional Development

A faculty member:

- Possesses an expertise of the discipline or field of study.
- Stays current in the discipline and related pedagogy.
- Completes college-required compliance training in a timely manner.
- Engages in ongoing professional development, especially activities that advance student engagement, learning, and equity.