

## Position Description

<b>Title</b>	Assistant/Associate/Full Professor
<b>Office/Department</b>	Academics
<b>Job Function Title</b>	Tenure-Track Faculty
<b>Reports To</b>	Director of Academics

---

### **BROAD FUNCTION**

Tenure-track professors teach within their academic subjects or disciplines and are responsible for successfully addressing established student learning outcomes in each course and section taught. Professors teach courses at times, locations and via modalities that best respond to student and departmental needs. Professors are expected to use a wide range of learning resources and may be assigned traditional, hybrid or online courses.

### **JOB RESPONSIBILITIES**

#### **All Tenure-Track Faculty are expected to:**

- Teach assigned courses and successfully address established learning outcomes
- Facilitate and inspire learning through proven and innovative teaching and academic support methodologies
- Plan all lessons and assignments with a focus on student success
- Develop and deliver course curricula and syllabi for each course section delivered, ensuring compliance with college and department standards
- Assess students' progress and adjust instructional techniques, resources and assignments as appropriate
- Remain up-to-date with developments in the discipline and best practices for teaching in the discipline by reading scholarly articles, talking with colleagues, participating in professional conferences, conducting appropriate classroom-based research designed to improve student learning outcomes, and/or publishing original research and analyses in books and academic journals
- Advise students on an individual basis about courses required for degree completion and how to achieve their short-term and long-term academic and career goals
- Supervise work-study students and/or assistants, as appropriate
- Participate in shared governance by serving on academic and administrative committees that review and recommend policies, deliberate budgets, advise on hiring and promotions within the department, and other appropriate college activities

#### **In addition, there are differing expectations depending on earned rank:**

- Assistant Professor: Generally, an assistant professor is making progress towards or has been awarded a doctoral or professional degree or equivalent, exhibits commitment to teaching and scholarly or professional work of high caliber, and participates in College affairs at least at the department level. This rank is appropriate for new faculty who have already demonstrated some academic achievement (scholarship, progress towards terminal degree).

## Position Description

<b>Title</b>	Assistant/Associate/Full Professor
<b>Office/Department</b>	Academics
<b>Job Function Title</b>	Tenure-Track Faculty
<b>Reports To</b>	Director of Academics

---

- Associate Professor: Generally, an associate professor meets the requirements for appointment as an assistant professor, enjoys a reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or College service beyond the department. This rank is appropriate for faculty who have attained tenure.
- Full Professor: Generally, a professor meets the requirements for appointment as an associate professor, and, in addition, holds a terminal degree. A professor also has a distinguished record of scholarly and/or professional accomplishment that reaches beyond the institution.

### QUALIFICATIONS

- Master's degree (doctorate preferred) from an accredited college or university in the discipline
- A minimum of 5 years teaching experience
- Commitment to diversity and demonstrated ability to work well with a wide range of people and entities
- Expertise with a wide range of instructional resources and learning technologies
- Demonstrated ability to communicate clearly, both orally and in writing
- Strong organizational, analytical and time management skills
- Demonstrated ability to think critically and act strategically
- Demonstrated ability to work independently, as well as with a team
- Personal integrity and good judgment