**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 and college required professional development.

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 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 objectives.
* Provides students with frequent, timely assessment of and clear feedback about their performance.
* Submits course grades in a timely manner.
* Reexamines course content, methods, and materials and makes necessary enhancements based on college supplied data on student success, satisfaction, and retention, peer and supervisor feedback, and regular self-evaluation.
* Incorporates college required and appropriate technology.
* Must be available to students and maintain office hours proportionate to the faculty instructional assignment.

**Service to the Department or Program and to the College .**

A faculty member is expected to maintain effective communication within the College and the department or program.

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 encouraged to provide service to the Community.

**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.

Engages in ongoing and college required professional development.