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## NWLTC Faculty Job Description

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: August 21, 2014

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Faculty Name \_\_\_\_\_

Title of Position: Instructor

**Check Each Type of Instruction Being Administered:**

- Transferable Gen. Ed.  Non Trans. Gen. Ed.  Career Prep Faculty  
 Developmental Ed.  Pre Allied Health Science/Math  Pre Allied Health English/Reading

**Check Status:**  Adjunct  Regular (Full Time or 9-Month)

**Program/Department:** \_\_\_\_\_

**Primary Function:** This position is responsible for providing instructional services in the area of \_\_\_\_\_

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### ORGANIZATIONAL RELATIONSHIP

This position reports to the \_\_\_\_\_ (Department Chair/Head) who reports to the Campus Administrator.

**MINIMUM ACCEPTED QUALIFICATIONS** as per NWLTC Faculty Job Description Policy: \_\_\_\_\_

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**PROGRAM ACCREDITATION REQUIRED** as per NWLTC Faculty Job Description Policy: \_\_\_\_\_

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**INSTRUCTOR CERTIFICATIONS REQUIRED** as per NWLTC Faculty Job Description Policy:

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

### Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques.
- Follow course syllabi and outlines.
- Maintain time on task.
- Receive favorable student evaluations of instruction.
- Maintain teaching load practiced by college.
- Meet deadlines related to this function.

### Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials.
- Prepare course offering schedule based on Curriculum Guides.
- Participate in curriculum meetings.
- Meet all deadlines related to this function.

### Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually.
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function.

### School or Classroom Management

- Practice appropriate safety precautions.
- Maintain student discipline.
- Meet all deadlines related to this function.

### Student Guidance/Advising Activities

- Provide career counseling and academic advising.
- Maintain office hours
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
- Serve special populations.
- Make appropriate referrals to students with special needs.
- Maintain appropriate number of students in class and in program.
- Meet all deadlines related to this function.

### College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements.

Provide services to the college that may include some of the following activities:

- ... Sponsor student organizations
- ... Serve on or chair committees
- ... Conduct or coordinate teaching consultant activities

- ... Facilitate workshops
- ... Teaching consultant activities
- ... Teach continuing education or customized industry courses
- ... Provide routine equipment maintenance
- ... Initiate and write new program proposals
- ... Serve on LTC or Campus Committees

Provide service to the community that may include:

- ... Participate in health fairs
- ... Participate in charity or community activities
- ... Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
- ... Meet all deadlines related to this function

Professional Activities, Leadership, and Service

Participate in professional development activities that may include:

- ... Complete coursework or degrees
- ... Membership in professional organizations
- ... Serve on a Board or in an Office of a professional association
- ... Present a paper or facilitate a workshop at a professional conference
- ... Participate in a Leadership Academy
- ... Serve on an external institutional or program accreditation team
- ... Participate in industry visits
- ... Exemplify Leadership role on LTC or LCTCS Committees, Faculty Council, etc.
- ... Meet all deadlines related to this function.

Other Related Duties as Assigned and/or Listed as Program Specific Job Position Details

- Attached, if applicable

NWLTC Form IS100.14 Employee Credentialing Acknowledgement must be attached to this job description.

**Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair/Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Reference:** Louisiana Technical College Policy No. IS100.50  
 Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary  
 LTC Policy #IS1930.145 Faculty Job Description

Approved:

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 Dianne Clark  
 Interim Director