



Policy No. IS100.50
Northwest Louisiana Technical College

NWLTC Faculty Job Description

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

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 _____

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: _____

PROGRAM ACCREDITATION REQUIRED as per NWLTC Faculty Job Description Policy: _____

INSTRUCTOR CERTIFICATIONS REQUIRED as per NWLTC Faculty Job Description Policy:

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 of 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:

A handwritten signature in blue ink that reads "Dianne Clark". The signature is written in a cursive style with a long horizontal flourish at the end.

Dianne Clark
Interim Director