**PIKES PEAK COMMUNITY COLLEGE**

**JOB DESCRIPTION**

**REGULAR AND LIMITED FACULTY**

**PURPOSE STATEMENT**

Regular and Limited Faculty positions (as defined by State Board Policy, BP 3-10) exist to create and maintain a teaching and learning environment that empowers students to be successful.

Reports to: Respective Division Dean

Supervises: None

1. **ESSENTIAL FUNCTIONS**
2. Faculty/student interaction
   1. Demonstrates a commitment to teaching
   2. Uses appropriate and various teaching strategies
   3. Uses flexible approaches in teaching for learning
   4. Acknowledges differences in learning styles and motivation
   5. Encourages students to achieve goals
   6. Relates coursework to real life experiences
   7. Maintains a positive and empathetic attitude towards students
3. Classroom performance
4. Organizes subject matter, course materials, and objectives
5. Communicates effectively
6. Maintains knowledge of and enthusiasm for both the subject matter and teaching
7. Demonstrates a positive attitude toward students
8. Materials and preparation/relevancy
9. Maintains current and relevant syllabus, following State guidelines when indicated
10. Reviews and updates course materials
11. Uses evaluation methods related to and appropriate for course content
12. Informs students, in writing, of the objectives of the course content
13. Uses supplemental resources in addition to textbook or other course materials
14. Participate in all aspects of department and/or college level assessment of student learning outcomes in general education and career/technical courses and programs as required
15. Record keeping and instructional management
16. Keeps scheduled office hours, including providing regular student office hours
17. Meets classes as scheduled for prescribed time
18. Submits required reports and documents
19. Attends required Divisional meetings
20. Professionalism
21. Seeks to maintain a high quality of instruction by remaining current on discipline specific and pedagogical issues
22. Collaborates with colleagues in a professional manner
23. Uses communication techniques that foster collegiality when problem solving
24. Works to resolve conflicts in an atmosphere of mutual respect
25. Contributes to the promotion of an excellent educational climate within the college as a whole, as well as within the division and department
26. Promoting division/college quality of instruction
27. Assist, as requested, with the development of the term class schedule and the college catalog
28. Assist with curriculum review, revision, development and implementation within the department
29. Assist in the development and maintenance of course outlines and course syllabi
30. Assist in textbook selection and adoption
31. Assist with student advising and student registration
32. Maintain a program advisory committee, as appropriate
33. Assist with college assessment and accountability as appropriate
34. Participate in professional development activities as requested by the dean
35. Assist with program reviews as required by appropriate agencies, e.g., NCA
36. Professional contributions
37. Serve on college discipline, department, and community committees and task forces on behalf of the college
38. Assist with Divisional activities as requested by the dean
39. Assist with student recruitment as appropriate
40. Assist with the development and implementation of alternative modes of

instructional delivery, e.g., Internet or 1TV, as appropriate

1. Perform other duties as assigned by the dean, the Vice President for Educational
2. Services and/or the College President
3. Hours
   1. For all Regular and Limited full-time faculty there is an expectation of a minimum of a 40 hour work week, of which a minimum of 30 hours is to be in an on-campus assignment.
4. **KNOWLEDGE, SKILLS, AND ABILITIES**
5. Demonstrates ability to plan, organize, deliver, and evaluate teaching activities and curriculum
6. Demonstrates ability to employ qualitative and quantitative analytical skills in the classroom
7. Demonstrates excellent verbal and written communication skills
8. Demonstrates ability to maintain accurate written student records as required by policy and procedure
9. Demonstrates ability to inform students of all course requirements
10. Demonstrates ability to evaluate students and offer feedback on a continuing basis
11. Demonstrates ability to relate to student concerns and maintain open

communications

1. **EDUCATION AND EXPERIENCE**
2. Possesses a master’s in the discipline OR a master’s in a related field with 18 hours in the discipline if teaching in a transfer area
3. Possesses at least an associate’s degree or higher, and has experience as required

by the college if teaching in a career and technical area

1. Possesses required credentials or ability to receive such credentials as required by vocational program or discipline
2. Has demonstrated successful full-time teaching experience or equivalent