

INSTRUCTOR POSITION DESCRIPTION: ACADEMIC TRANSFER

ANGELINA COLLEGE POSITION DESCRIPTION

Title: Instructor: Academic Transfer

Grade/Salary Range: Faculty Scale

Exempt: ●Yes ○No

Branch: Academic Affairs

Office: Assigned Academic Division

Primary Location:

- Lufkin Campus
- Crockett Center
- Polk County Center
- Jasper Center
- Nacogdoches Center
- Other: As assigned

Supervision Received (title): Associate Dean of Instruction

Supervision Exercised (title/s): None

Summary Objective:

The individual who fills this position will provide academic instruction in the assigned teaching discipline. This position will serve as the primary instructor of lecture and lab courses. Assignment may include any Angelina College physical location or online instruction.

Qualifications:

Minimum Qualifications:

Education: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Special Demands:

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Position involves sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; occasional stressful situations and/or situations involving complex interpersonal communication.

Preferred Qualifications: list subjective or preferred qualifications applicable to the job but not required (e.g., advanced degrees, specific work experience or knowledge, skills/abilities, etc.)

- Teaching experience
- Experience in higher education
- Experience as instructor in assigned teaching discipline in online or hybrid formats

Job Duties and Responsibilities:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, shops, and co-curricular programs.
- Teach 15 credit hours per semester of organized courses according to the College Catalog description, the syllabus, and the schedule of classes.

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- In collaboration with instructors assigned to the same academic unit, exercise responsibility for the content, quality, and effectiveness of assigned curriculum.
- For assigned academic unit and/or educational program, participate with colleagues and administrators in identifying expected learning outcomes, assessing the extent to which students achieve those outcomes, and provide evidence of improvement based on the analysis of the results.
- As an individual and as a member of various Standing Committees, participate in the promotion, development, and continuous improvement of the College's academic and administrative policies, procedures, programs, and services.
- Assist in the student registration and academic advising processes, including the maintenance and updating of associated records.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Dean of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see *FLB Local*).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave an instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to students in each assigned course section according to the instructional arrangements policy (see: *EC Regulation*).
- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the student admissions and attendance policy (see: *FBD Regulation*).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to grading and credit policies and procedures (see: *EGA Regulation*).
- Submit semester class rolls, final class rolls, final grades, and grade book records to the Registrar's Office according to the directives of the Office.
- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Post and hold a minimum of five (5) office hours per week according to the workload policy (see: *DJ Regulation*).
- Counsel students concerning problems related to the academic program. Counseling for personal, disciplinary, or other issues may, in the judgment of the instructor, be referred to the Dean of Student Affairs.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Aid in planning academic programs and policies in cooperation with the appropriate administrators and College Standing Committees.
- Prepare appropriate and current course syllabi according to the instructional arrangements policy (see: *EC Regulation*) for review with the Associate Dean of Instruction.
- Attend scheduled faculty meetings, division meetings, and committee meetings.
- Review and uphold the established policies and procedures of the College, and communicate problems, grievances, or suggestions to the Associate Dean of Instruction or to the Vice President of Academic Affairs, as appropriate.

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- Assist in the recruitment and retention of students as appropriate.
- Bolster the College's public image and support its educational philosophy through actions and interactions in all instructional settings and in the community.
- Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

This position description is not intended to provide a comprehensive listing of activities, duties, or responsibilities required of the employee. All employees are expected to adhere to the Angelina College Policies and Procedures Manual.