



# Coastal Bend COLLEGE

Position Title: ACADEMIC/WORKFORCE FACULTY/INSTRUCTOR  
(ASSISTANT, ASSOCIATE, PROFESSOR)

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Location	All
Hours	As Required; 40 hours a week minimum
Job Classification	Faculty; Exempt
Security Sensitive	Yes
Division	Instruction
Salary	Starting \$40,000
Department	Academics/Workforce
Reports to	Respective Dean/Assistant Dean

## I. Education Requirements

Education must meet the specific departmental requirements as mandated by Coastal Bend College and as reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for the appropriate field of study and degrees awarded.

Faculty teaching college-level, academic transfer courses must have a Master's Degree in the teaching discipline OR a Master's Degree in any discipline and eighteen (18) graduate hours in the teaching discipline.

Faculty teaching workforce/technical courses may have a Bachelor's Degree in the teaching discipline OR a minimum of an Associate's Degree from an accredited institution and possess demonstrated competencies in the discipline/field which include work experience, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and positive student outcomes.

All positions require background checks and some positions may require additional background checks depending on the level of sensitivity.



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### III. Qualifications

Ability to work with students in eliciting talents and abilities; work toward academic excellence while being able to solve practical problems and to deal with variables in teaching and learning situations with limited standardization. Ability to interpret and articulate a variety of complex instructions in a variety of modes and transmissions with the highest integrity and academic honesty.

### IV. Essential Functions:

To conduct and elicit student learning with effective mastery of course content in the teaching discipline. The individual in this position must be able to perform responsibly, professionally and with demonstrable dedication to student-centered learning. Ability to work collaboratively and collegially to affect student learning is essential. *The requirements listed below are representative of the knowledge, skills, and/or abilities required for the position of faculty. Reasonable accommodations for individuals with disabilities may be made by providing appropriate documentation of requirements to the Office of Human Resources.*

### V. Job Responsibilities

#### Mastery of Subject Matter:

- Demonstrate thorough and accurate knowledge of the teaching field or discipline
- Possess educational and professional credentials in the teaching field or discipline
- Attend technology and distance learning training and demonstrate ability to use technology as required
- Connect subject matter with related fields and/or disciplines for student engagement and retention
- Stay current in subject matter through professional development, conference attendance and presentations both at conferences and to the College community.



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## **Teaching Performance:**

- Plan and organize instruction and instructional delivery in innovative ways which maximize student learning and academic excellence
- Effectively employ teaching and learning strategies which challenge students' abilities, interests and intellectual curiosity
- Modify instructional methods and strategies to teach students with diverse needs
- Follow division-approved standardized curricula and syllabi
- Provide students with Course Information Guidelines (Addendum to CBC Syllabi) at the beginning of the semester
- Effectively employ available instructional technology for diverse learning styles
- Encourage the development of communication skills and higher critical thinking skills through appropriate writing assignments, classroom presentations and experiential learning
- Effectively communicate subject matter content through several modes of delivery
- Contribute to the selection, development and implementation of instructional materials for classroom, labs and library resources.

## **Evaluation of Student Learning:**

- Establish and adhere to student learning outcomes as established by the Texas Higher Education Coordinating Board (THECB) through its Lower-Division Academic Course Guide Manual (ACGM) and Guidelines for Instructional Programs in Workforce Education (GIPWE) manuals
- Develop and use evaluation methods which measure student progress toward outcomes fairly and consistently, and in accordance with the assessment requirements of the division
- Evaluate and expeditiously return student work to promote maximum student learning and engagement
- Maintain accurate, complete, and comprehensive records of student progress
- Post all academic contacts with students in the College's Blackboard system



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- Participate and contribute to Institutional Effectiveness by assessing course outcomes, Student Learning Outcomes (SLOs) and reporting results with plans for re-design if necessary for improvement of student learning
- Post periodic grades and final grade rosters in Blackboard, Campus Connect and/or the College's Enterprise Resource Planning (ERP) Software system with supporting documents according to established deadlines
- Educate students on how to access and complete End-of-Course Evaluation forms including open/close dates, as well as the website and login information
- Visit all four College sites if teaching via Distance Learning Video Conferencing (VC) during the first four weeks of each semester to meet students face-to-face.

## **Support of College Policies and Procedures:**

- Maintain familiarity with and commitment to the College's Mission, Policies and Procedures
- Post and maintain regular office hours for a minimum of 10 office hours per week to ensure access to students and colleagues
- Provide support to part-time (adjunct and dual-enrollment) faculty and ensure division-approved standardized curricula and syllabi are followed
- Serve as an assigned faculty mentor to part-time (adjunct and dual-enrollment) faculty and provide them with support and a point of contact via email, phone or in person
- Prepare, distribute, and submit syllabi and approved Course Information Guidelines for all assigned sections in accordance with program, division and College procedures
- Ensure confidentiality in dealing with students, colleagues and personnel matters and refer when appropriate.

## **Participation in College, Division, and Program Activities:**

- Serve on College, divisional, and program committees, teams, and task forces
- Serve as a Dedicated Faculty Advisor to students and post all contacts made as a faculty advisor as directed by the Office of Institutional Effectiveness
- Assist deans/assistant deans and/or coordinators with the development of course



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- scheduling, new course development and program reviews by the due dates
- Attend meetings, professional development days, in-service days, graduations, community and recruiting events as required by the College administration
  - Participate in professional activities such as Advisory Committees, meetings with external partners which contribute to the educational goals and mission of the College and its constituents
  - Respond in an effective and timely manner to information requests from the College and division administrators and/or coordinators
  - Foster and maintain effective collegial and working relationships with students, colleagues, and supervisors
  - Assist the dean/assistant dean and/or coordinator in developing, reviewing, revising and/or implementing curriculum
  - Work with the dean/assistant dean and/or coordinator regarding program reviews for the faculty teaching area of responsibility, and submit well-developed and effective program reviews by or before the due date.

## **Contribution to the Growth and Enhancement of College Mission and Programs:**

- Maintain familiarity and commitment to the College goals, mission, and strategic plans
- Contribute to the planning and development processes through appropriate channels
- Display professional responsibility in accordance with pertinent goals, mission, and plans of the College, division, and program
- Support recruitment and retention of students, including advising as a Dedicated Faculty Advisor.

## **VI. Other Responsibilities**

Participate in CBC Smart Start (QEP) and the goals of Vision 2020.

- CBC will offer a quality education experience for all students
- CBC will provide comprehensive student services to increase overall student success.
- CBC will engage students and staff in support of our communities.
- CBC will effectively and efficiently use resources to benefit our students.



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Participate in College responsibilities such as committees and task force assignments.

Participate and comply with Office 365, Colleague, Blackboard, Video Conferencing and related technology training requirements.

## **VII. Travel Requirements:**

Faculty will be required to travel to CBC campus/sites based upon College need.

## **VIII. Physical Requirements:**

The physical demands are commensurate with those required of faculty in the classroom, in labs and other settings: Light lifting, sitting for long periods and/or standing as required to effectively teach students in a classroom or lab setting. Reasonable accommodations to enable individuals with disabilities to perform essential functions of a faculty member for the related discipline may be requested through the Office of Human Resources.

## **IX. Environment:**

The faculty environment extends beyond the classroom to learning labs, skills labs, computer labs, library, and any learning environment at the campus or site conducive to learning.



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I have been presented with the job description for the above position of

***Academic/Workforce Faculty/Instructor (Assistant, Associate, Professor)***

I have reviewed and discussed the requirements for this position with my supervisor and/or Human Resources personnel and I agree that I understand and can perform the functions required of Faculty.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date