



Faculty

POSITION DESCRIPTION

Revised: 10/23/2013

Job Title:	<u>FT Faculty - History</u>
Position #:	<u>FF9994</u>
Classification:	<u>Full-time Faculty</u>
Division:	<u>Arts and Sciences</u>
Department:	<u>Social Science and Humanities</u>
Reports To:	<u>Associate Dean of English, Social Science, and Humanities</u>
FLSA Status:	<i>Choose an item.</i>
Prepared By:	<u>Jeff Janowick</u>
Prepared Date:	1/23/2015
Approved By:	<u>Elaine Pogoncheff</u>
Approved Date:	1/23/2015

SUMMARY

Lansing Community College is seeking a dynamic and effective instructor for its History Program. While the primary teaching responsibility will be American History, the History program offers a range of courses in World and regional histories. Successful applicants will demonstrate the ability to engage students through active learning strategies and the willingness to experiment with innovative teaching methodologies. Faculty are expected to develop course content and curriculum, participate in department and college-wide teams, and contribute to a diverse and supportive college community. Faculty must also demonstrate a commitment to student success and engagement, diversity, and the community college philosophy.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Include the following. Other duties may be assigned.*)

Planning

- Participates in department and academic program and curriculum development activities.
- Plans thoroughly on a daily, weekly, and semester time period to ensure implementation of the established curriculum and provides strong support for students in their pursuit of established expectations.
- Develops plans that promote the development of higher-order thinking skills in the instructional process.
- Develops and maintains course outlines which are reviewed annually.

Instruction

- Provides motivation to learn via:
 - a. thorough planning
 - b. enthusiasm for subject matter
 - c. appropriate climate for learning within the classroom

- d. relevant and current course content
- e. understanding of individual differences and learning styles
- Facilitates and paces instruction to maximize learning.
- Utilizes varied instructional delivery modes.
- Assesses learning frequently using various methods, such as:
 - a. questioning techniques
 - b. oral and/or written quizzes
 - c. student presentations
 - d. writing assignments
 - e. self determined assessment instruments
- Provides remediation as deemed appropriate and possible.
- Develops and administers exams consistent with learning goals including a final examination.
- Possibility of teaching evening and weekend courses.
- Develops and distributes course syllabi for each course taught to each student which:
 - a. conveys the goals and outcomes of the course
 - b. reflects curriculum adopted by the academic area and/or program for course
 - c. establishes and communicates challenging expectations for students
 - d. explains the relationship of those expectations to the grading and assessment process.

General Responsibilities

- Advises students on curriculum, academic programs, employment and career goals, and other matters as appropriate.
- Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner.
- Consistently meets instructional schedule and other assignments and commitments in support of the college.
- Establishes and maintains regular and appropriate office hours
- Treats all members of the college community with dignity and respect.
- Works through established channels to resolve problems.
- Participates in activities designed to promote attainment of the college vision and its missions.
- Participates in academic area and/or program planning and improvement activities as requested.
- Meets requirements of the faculty evaluation plan in a timely manner and with the intention of maintaining teaching effectiveness, professional development and support of college/community initiatives.
- Attends Commencement.
- Attends and participates in academic area and/or program and department meetings.
- Formally documents learning assessment efforts in a timely manner.
- Learns and complies with all college policies.
- Upholds and enforces the student code of conduct.

Professional Growth

- Maintains a current knowledge in subject area(s) of instruction.
- Maintains a current knowledge of research in the area of teaching and learning.
- Incorporates new knowledge in the planning and instruction process.
- Demonstrates a commitment to the ongoing growth and development of students and fellow staff members alike.
- Participates in professional development activities
- When appropriate, maintains ties with professional organizations.

Curriculum

- Advises students on curriculum, academic programs, employment, and career goals, and other matters as appropriate.
- Contributes to the growth and development of the academic area and the college by participating in team-based committee work, academic area planning, and other academic area-related and college-related activities.
- Supports the academic area and college through other work normally expected of faculty members.

Teaching Effectiveness

- Places the primary emphasis on student learning in the design, delivery, and evaluation/assessment of courses.
- Understands the various levels of preparation represented in the typical classroom and communicates well to the various levels.
- Provides a course syllabus to the students.
- Understands and adapts teaching to various learning styles present in the classroom as demonstrated in the presentation of course materials and assessment of student learning.
- Conducts classroom assessment techniques.
- Designs and implements course curriculum that reflects the relevance and conveys the value of academic studies to everyday world.
- Understands and successfully uses learning technology, as needed, both in class and as a tool for distance learning.
- Fosters higher-level learning with an emphasis on analysis, problem solving and critical thinking.
- Promotes student demonstration of learning through a variety of assessments that may include exams, discussions, debates, presentations, simulations, and/or debriefings.
- Has high expectations of students and gives challenging work.
- Makes contact with students, recognizing them as individual learners
- Is accessible to students both in and out of the classroom and/or formal office hours and strives to help students be successful.
- Listens to students and encourages them to actively participate in the learning process.
- Demonstrates respect, care, and empathy for students.
- Encourages students to believe they can learn successfully; shows confidence in them.
- Is flexible switching from one teaching approach to another when things don't work, yet keeps the objectives of the course in sight at all times.
- Is enthusiastic about the subject matter in the classroom and shares the joy of learning with students.
- Maintains a sense of humor and humanity in the classroom.
- Encourages student growth and celebrates student success.

Faculty Professional Development

- Demonstrates a continuing engagement with the learning and scholarship of their area of specialization.
- Strives to be on the cutting edge of professional content knowledge and methodology

Support of College, Community Initiatives

- Is fully committed to the mission and values of Lansing Community College and participates actively in the shared governance system.
- College mission may include, but would not be limited to:
 - College Assessment Activities
 - Coordination/Communication - Transfer Institutions
 - Career Advising
 - College Projects and Activities-- Participation and Leadership
 - Professional Participation Innovation in Instruction
 - Registration/Orientation Participation
 - Service to Community on Behalf of College
 - Representing the College at School Visits
 - Teaching for Extended Educational Services or Training and Research
 - Recruiting Students
 - Facilities Development
 - Participation in Community Education Committee(s)
 - Assistance to Other Faculty and Staff
 - Curricular Development
 - Academic Advising
 - Recruiting/Screening Faculty
 - Professional honors awarded during the evaluation period
 - College Committee Participation/ Leadership
 - Advisory Committee Participation
 - Presenting or Consulting in Areas Related to Field
 - Program Coordination/Leadership
 - Relevant Work Activities (contributory to college role or institutional image)
 - Community Service/Leadership Publication Research
 - Articulation
 - Artistic/Creative Accomplishments Related to Field
 - Participation in College Sponsored Events

Professional Qualities and Abilities

- Serves as a role model of good written and oral communication skills and good time management skills.
- Possesses a positive attitude; able to see good in self and others.
- Shows flexibility including the acceptance of and willingness to change; sees change as an opportunity for growth.
- Seeks improvement over time by taking risks and trying new things.
- Knows and acknowledges personal limits.
- Displays self-discipline and a strong work ethic.
- Accepts responsibility for professional and personal growth.
- Demonstrates commitment to be a productive and supportive member of the college community.
- Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results.
- Accepts criticism gracefully and uses it as an opportunity for growth.
- Handles conflict effectively.
- Inspires others; sets an example of professionalism both within the college and the community.
- Leads and/or follows as circumstances require.

EDUCATION and/or EXPERIENCE

Required:

Master's degree or higher in History, American Studies or closely related field is required.

Teaching experience in American History or closely related field is required.

Significant teaching experience at the college level is required.

Experience using educational technology is required.

Preferred:

Doctoral degree in History, American Studies or closely related field is preferred.

Community college teaching experience is preferred.

Teaching experience in a World History field is preferred.

Experience teaching online is preferred.

Experience in teaching diversity-focused areas such as Ethnic Studies, Women's Studies, or LGBT Studies is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This box will expand as you type.

Americans with Disabilities Act (ADA) Compliance Section

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions while traveling between buildings on campus. Must be willing to follow Blood borne Pathogen and OSHA requirements due to potential exposure in lab and clinical settings. The noise level in the work environment is usually moderate.