

Job Title:	Adjunct Faculty	Job Code:	184, 629, 630, 631
Department/Group:	Instructional	Job Category:	Professional
Location:	Campus Based/Online	Travel Required:	No
FLSA:	Exempt	Position Type:	Part-time
Reports to:	Program Director	Revised Date:	3/10/2025

Occupational Summary:

The primary responsibility of an Adjunct Faculty member at Baker College is to contribute to our mission of delivering high-quality education. Adjunct Faculty members play a critical role in student learning by implementing effective pedagogical practices, fostering an engaging classroom environment, and supporting student success.

Role and Responsibilities:

- Deliver engaging, student-centered instruction using evidence-based pedagogical practices, including active learning, differentiated instruction, and technology-enhanced learning.
- Develop and implement course materials that align with institutional and accreditation standards, ensuring measurable student learning outcomes.
- Utilize active learning strategies, discussions, group work, and hands-on experiences to promote deep understanding and critical thinking.
- Foster a supportive learning environment that respects all backgrounds and learning styles, providing academic guidance and mentorship.
- Utilize formative and summative assessments to measure student progress, providing timely and constructive feedback to support student development.
- Effectively integrate educational technologies and the Learning Management System (LMS) to enhance instructional delivery.
- Stay current with pedagogical innovations, educational technologies, and disciplinary advancements through professional development opportunities.
- Encourage curiosity, exploration, and independent thinking among students through challenging assignments and discussions.
- Adhere to institutional policies, accreditation requirements, and academic integrity standards while maintaining accurate records of student performance.
- Clearly communicate course objectives, expectations, grading criteria, and assessment methods to students at the beginning of the course.
- Serve as a mentor to students, offering guidance on assignments, research projects, internships, graduate school applications, and professional development opportunities.
- Engage in self-reflection on teaching practices, seek feedback from students, colleagues, and instructional support services, and continuously improve teaching effectiveness.
- Participate in student success initiatives and retention efforts as appropriate.
- Attend professional development sessions, department meetings, and other official college functions when invited.
- Other duties as assigned

Qualifications and Education Requirements:

- Degrees must align with the Academic Faculty Qualifications Policy and accreditation requirements for the specific program.
- Work experience required will be in accordance with the Academic Faculty Qualifications Policy; three years of industry-related work experience is preferred; prior college-level teaching experience is a plus.
- Demonstrated expertise in program-specific knowledge and skills.

Required Skills:

- Demonstrated strong proficiency in both written and spoken communication, effectively conveying ideas and information clearly and concisely to diverse audiences.
- Demonstrate professionalism, integrity, and ethical behavior in interactions with students, colleagues, and the broader academic community.
- Demonstrated understanding of and a commitment to the college mission and purpose, teaching and learning, high academic standards, and student success.
- Possess strong leadership and management skills, with the ability to inspire and motivate students.
- Demonstrated expertise in pedagogical practices that support student learning and success.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledgeable and proficient in computer skills, which allows for the use of computer-related technology.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Expectations of Baker College Employees:

- Believe in and support the Student First Philosophy
- Provide exceptional customer service to internal and external customers
- Contribute to the overall success of Baker College
- Demonstrate the College's mission and core values
- Accept and follow the policies and guidelines outlined in the Employee Handbook
- Perform job duties as required in an efficient and professional manner while supporting the mission and vision of Baker College

Licenses/ Certifications:

- N/A

Physical Demands:

- This job requires the following physical activities: bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual activity.

Work Environment:

- General office environment. Moderate noise environment.
- Requires interaction with students, faculty, and staff in a professional academic setting.
- Be accessible to students outside of class through office hours, email, and virtual platforms to provide academic support and mentoring.

Approved By:	Deanna Starr	Date:	3/10/2025
Last Updated By:	Tracey Rigdon	Date:	3/10/2025

I have read and understand the information above and agree to perform my duties to the best of my ability.

Employee: Print Name _____ Signature _____ Date _____