

## **Job Description: Adjunct Professor**

### **Responsibilities:**

#### **Under the direction of the Academic Department Chair:**

**Develop and manage syllabus materials.** The adjunct professor is responsible for selecting and compiling tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives.

**Coordinate courseware and curriculum with academic department chair.** The adjunct professor is responsible for reviewing any textbook and other courseware changes with the academic department chair and other full-time faculty teaching the course.

**Facilitate Class Instruction.** The adjunct professor is responsible for teaching the assigned class in accordance with learning objectives and session plan outlines specified by the Huizenga College.

**Evaluate Student Performance.** The adjunct professor is expected to administer evaluations of student performance based on course deliverables and course rubrics. All course grades will be posted on the Blackboard Grade Center.

**Adhere to Protocol Guidelines.** The adjunct professor is responsible for participation in any chat sessions as determined by the course.

**Respond Promptly to Grade Determination.** The adjunct professor should submit grades for any assignments, discussion board exercises, and exams and course completion.

**Input Final Grades in Webstar and into the Blackboard Grade Center (if applicable).**

**Participate, facilitate and coordinate end of term “close the loop” meetings for AOL.**