



## Job Description

Title: Adjunct II Faculty	Part-Time, Exempt
Campus: San Francisco	Draft/Revision Date: May 2022

### Position Summary

Unranked faculty positions serve the specific instructional needs of the college. Adjunct II faculty provide students with instruction by ensuring the delivery of designated course content and adherence to stated learning goals for assigned courses.

### Responsibilities Include

- Maintain competence in the field of instruction (inclusive of staying informed of current developments in that field) and successfully bring this expertise to bear on instruction and the achievement of student learning for all students in the course.
- Attend new faculty orientation, if applicable.
- Develop and/or revise the course section description, syllabus, assignments, activities, curricula, and policies in accordance with all program policies and directives.
- Adhere to the course description as communicated to students by the College.
- Adhere to the course-specific learning outcomes as designated and provided by the Program, and participate in course, program, and college assessment and accreditation activities.
- Prepare for class; plan, coordinate, and lead all classroom activities; and assist students with course materials.
- Regularly monitor student progress, provide feedback and grades to students, and discuss performance with students.
- Exclusively use CCA email addresses and servers for all CCA communications; and during the period of the course obligations, substantively respond to all CCA-related communications within 48 hours.
- Submit a course syllabus adhering to all program and college requirements and input the required textbook information by the deadlines established by the College.
- Submit grades for all students by the deadline established by Student Records.
- Attend meetings related to course teaching obligations when required.
- Apprise the program chair, designated coordinator, program expert, advising staff, and/or administrative staff of any concerns regarding students as needed.

Adjunct II faculty are expected to attend all scheduled course meeting sessions. Additional guidelines regarding faculty absences are outlined in the Faculty Handbook and Collective Bargaining Agreement.

Adjunct II faculty are evaluated according to the college-wide faculty evaluation process as a method of demonstrating teaching effectiveness.

Adjunct II faculty must apply for promotion review after 12 semesters of teaching at CCA or ten course lines as an Adjunct II, and be awarded promotion by the Provost in order to be eligible to continue teaching at the College. The promotion review process and outcomes are defined in Article 15 of the CBA.

Adjunct II faculty members are expected to abide by all operational policies of the College; however, it is the responsibility of the College to give appropriate advance notice of policy and operational changes, and to include information concerning changes in faculty orientation and training sessions.

#### **Minimum Qualifications**

- A terminal degree is preferred;
- High quality teaching of five or more courses as instructor of record or its equivalent level of student teaching responsibility at an accredited higher education institution as judged by the College, is required.

#### **Salary**

\$8,202.92 per 3 credit course line effective August 16, 2022.

#### **Notes**

Adjunct II faculty are considered active for three years after the last semester in which they receive a course teaching offer with course assignments. After three years, the faculty member's position is closed, ending any previous accrual towards promotion or other teaching-history based eligibility as outlined in the CBA. Faculty members whose position has closed must be reconsidered for hire by the College in order to teach in subsequent terms.