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# Example of Adjunct Faculty Job Description

Our company is growing rapidly and is hiring for an adjunct faculty. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for adjunct faculty

* Grade assignments and exams in a timely manner based on course instructions/rubric
* Follow guidelines of the Federal Educational Rights and Privacy Act
* Submit final grades according to School of Medicine and Graduate School policy
* Those selected for adjunct positions will be invited to participate in Division faculty meetings and workshops for teaching and professional development
* Teach graduate and undergraduate courses in the area of their expertise basic undergraduate engineering courses
* Teach course(s) in the undergraduate program
* Grading, keeping records, posting grades (mid-term & final), reporting and compliance with rules
* Prepare a syllabus for each course
* Keep attendance records for each student and deliver records to financial aid as requested
* Evaluate student results and determine the quality of performance

## Qualifications for adjunct faculty

* Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom and online learning to develop and build course content and perform administrative duties (posting office hours, syllabi, grades...etc.)
* Educational requirements in accordance with SACSCOC accreditation standards
* Computer based skills (i.e., course delivery software)
* Master’s degree or higher in Library and Information Studies from an ALA accredited program
* Recent relevant coursework or work experience
* Adjunct Clinical Faculty (assists faculty with student instruction in clinical/lab/and/or simulation under the direct supervision of Dental Hygiene Full time faculty)