Adjunct Instructor Job Description

Date: 11/7/2019
Position #: PFWELD
Position Title: Adjunct Instructor – Welding Technology

Division: Technical Careers
Department: Trades Technology
Pay Table/Level/Grade: Pay Based on PT Salary Schedule
Reports To: FA9676

Status: Please select the appropriate boxes that apply.
- Regular/Continuing: ☒
- Bargaining Unit: MAHE
- Non-Bargaining: ☐
- Provisional/Grant Funded: ☐
- Temporary/Limited Duration: ☐

Individual Position: ☐
Full-Time (40 hrs/wk): ☐
Part-Time: ☒ _28__ Hrs/Week
Pooled Position: ☒
14 # of Employees if this position is pooled.

Job Summary: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

The Lansing Community College Technical Careers Division, led by exceptional faculty in over 30 program areas, is seeking individuals who possess strong knowledge and skills in their field and have a passion to share their expertise with tomorrow’s emerging workforce. We focus on providing students with high quality education and training, including significant hands-on learning opportunities. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.

Lansing Community College seeks professional welders to teach courses in the Welding Technology Program. Qualified individuals will be able to teach oxy fuel welding, brazing, and cutting. In addition, they will be able to teach shielded metal arc, gas metal arc, gas tungsten arc welding (preferably experience in pipe welding), and have knowledge of Metallurgy as it relates to Welding. This opportunity is for daytime and/or evening teaching assignments. Successful applicants will possess the ability to diversify instructional techniques as required by student’s learning style and maintain a positive learning environment, attend Applied Manufacturing Technologies program faculty meetings, and meet all requirements/responsibilities for part-time faculty.

Part-time Teaching Faculty Assignments/Workload

Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits:

a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and
JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours.

c. Increases in workload will not change the part-time status of bargaining unit members.

Professional Activities and Duties

In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc., provided their workload does not regularly exceed the nominal equivalent of thirty (30) clock hours per week or 1560 clock hours in an academic year.

Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

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<td>Identify and practice safety measures while helping to teach welding standards to students. Explain the personal safety and health hazards associated with welding according to state, NOISH and OSHA standards. Provide motivation to learn via thorough planning, enthusiasm for subject matter, appropriate climate for learning within the classroom, relevant and current course content, and understanding of individual differences and learning styles. Responsible for facilitating and pacing instruction to maximize learning while utilizing varied instructional delivery modes. Provide frequent assessments using various methods such as questioning techniques, oral and/or written quizzes, student presentations, writing assignments, and/or self-determined assessment instruments. If necessary, provide remediation as deemed appropriate and possible. Develop and distribute course syllabi for courses taught to each student which conveys the goals and outcomes of the course, reflects curriculum adopted by the academic area and/or program for the course, establishes and communicates challenging expectations for students, and explains the relationship of those expectations to the grading and assessment process.</td>
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<td>Develop project-based learning experiences and effectively integrate lab equipment into student learning and assessment. Develop lesson plans and teaching materials for teaching in a lecture/laboratory classroom that are reviewed annually, and promote the development of higher-order thinking skills in the instructional process. Maintain attendance records. Assign lessons and correct homework. Administer tests to evaluate student progress daily or weekly and in the online system.</td>
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TEACHING FACULTY STUDENT CONSULTATION/OFFICE HOURS:
Teaching Faculty student consultation/office hours will be a minimum of one-quarter (¼) hour consultation per week per one (1) teaching workload hour of assigned classes. Scheduling will be the responsibility of the individual teaching faculty, while taking into account the needs of the students, the department, and the College.

Teaching Faculty with face-to-face teaching assignments must be available for face-to-face student consultation/office hours at or near the location where the course is taught provided suitable space is available.

Teaching Faculty with online teaching assignments must be available online for student consultation/office hours for those courses.

Teaching Faculty with hybrid teaching assignments must be available face-to-face at or near the location where the course is taught, provided suitable space is available, and/or online for student consultation/office hours, as determined by student preferences.

All course section syllabi will contain:

LCC contact information (phone number and/or e-mail address) where students may contact the faculty member and

Times, modes, and/or locations available for student consultation/office hours.

Student consultation/office hours will be posted and regularly maintained by each faculty member in the manner established by their program/department pursuant to Article IX. Participation in Governance, and will not be changed without prior written or electronic notice to the supervisor and students.
**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills. Must be able to develop and deliver Welding curriculum, utilize best practices and web technologies to deliver instruction, develop authentic learning projects, develop and maintain contacts and partnerships with those in the industry.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required:**

- Bachelor’s Degree in Welding with a minimum of two (2) years documented industry welding experience; OR Associate’s Degree in Welding or Associate’s Degree in another field with additional course studies related to welding (such as Journeyman certification course studies related to the welding field) and a minimum of three (3) years of documented industry welding experience; OR High School Diploma or GED with Journeyman certification course studies related to the welding field and a minimum of five (5) years of documented industry welding experience.
- American Welding Society (AWS) membership.

**Preferred:**

- Certified Welding Inspector (CWI) Certification.

**General Adjunct Instructor Requirements:**

Primary duty and responsibility of teaching students in instructional settings;

Functioning as the principal source of instruction and the faculty of record in the instructional setting for a course, class, workshop, etc., offered for academic credit (i.e., designated by the College as responsible for the course, class, workshop, etc., including assigning the grade); and

Being responsible for curriculum planning and development; preparation and delivery of course content in accordance with student needs; comprehensive assessment and grading in the assigned course, class, workshop, etc., offered for academic credit.

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**SIGNATURES**
Adjunct Instructor Job Description

Supervisor’s Name: Cathy Wilhm       Supervisor’s Signature:  

Date: 11/7/19

Dean/ELT’s Name: Type here       Dean/ELT’s Signature:  

Date: 11/11/19

HR Rep: Sydney Glasscoe       HR Rep Signature:  

Date: 11/14/19

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST (The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties for the attached job description.)

Position #: PFWELD       Date: 11/7/2019       Supervisor’s Position #: FA9676

Materials Used:
☐ Computer keyboard, mouse, screen
☐ Various software
☐ Telephone, cell phone, mobile device
☐ Paper and pencil/pen
☐ Projector or other audiovisual equipment
☐ Copier, scanner, fax
☐ Carpentry equipment
☐ Electrical equipment
☐ Plumbing equipment
☐ Other: Click or tap here to enter text.

Mental Functions:
☐ Comparing (compare/contrast data, people, other data)
☐ Synthesizing (combine data, concepts, interpretations)
☐ Computing (math calculations or carrying out formula operations)
☐ Compiling (gathering, classifying, evaluating data, people, other data)
☐ Copying (entering, posting, transcribing data)
☐ Analyzing (examining, testing data, presenting alternatives)
Audio/Visual/Aural Functions:
- ☒ Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- ☒ Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- ☐ Near acuity (at 20 inches or less when accuracy is essential)
- ☒ Far acuity (more than 20 inches when day and night/dark conditions are essential)
- ☒ Depth perception (3 dimensional vision, judge distances, space)
- ☐ Color vision (distinguish colors)
- ☒ Field of vision (up/down and right/left)
- ☐ Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:
- ☐ Climbing
- ☐ Kneeling
- ☒ Reaching
- ☐ Balancing
- ☐ Crouching
- ☒ Grasping
- ☐ Stooping
- ☐ Crawling
- ☒ Picking/Typing/Keyboarding
- ☐ Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- ☐ Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- ☒ Medium (exert 21-50 lbs of force, walk/stand frequently)
- ☐ Heavy (exert 51-100 lbs of force, walk/stand routinely)
- ☐ Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions
- ☒ Weather (rain, snow, wind)
- ☐ Extreme cold (inside, outside)
- ☐ Extreme heat (inside, outside)
- ☒ Confined/restricted spaces
☑ Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
☑ Vibrations
☑ Extreme noises