



Title: Part-Time Faculty Psychology	Department: Academic Affairs
Employee Group: Faculty	Immediate Supervisor: Vice President for Academic Affairs

General Description: Part-time Faculty are responsible for teaching specific courses within their expertise and contribute to the educational mission of the college by delivering high-quality instruction, engaging with students, and supporting the overall learning environment.

You may review the course descriptions on our website (www.montcalm.edu). They are located under the tab Academics then select Course Description to filter through the specific areas.

Position Duties/Functions:

1. Course Instruction:

Develop and deliver course content in accordance with the curriculum and learning objectives.
Foster a positive and inclusive learning environment that encourages student participation and critical thinking.
Utilize a variety of instructional methods, materials, and technologies to enhance student learning.

2. Assessment and Evaluation:

Design assessments, such as exams, quizzes, and projects, to measure student understanding and progress.
Provide timely and constructive feedback on student work to facilitate their academic growth.

3. Availability and Communication:

Respond to student inquiries in a timely and professional manner.
Collaborate with colleagues and attend department meetings as required.

4. Professional Development:

Stay current in the field by attending relevant conferences, workshops, and training sessions.
Engage in ongoing professional development to enhance teaching skills and stay informed about educational best practices.

5. Adherence to Policies and Procedures:

Comply with college policies, procedures, and academic regulations.
Complete required administrative tasks, such as grade submissions and attendance records, in a timely manner.
Commitment to community college philosophy.

Required Qualifications:

prepared applicants will receive priority review.
Demonstrated expertise and professional experience in the subject area.

Previous teaching experience, preferably at the community college or higher education level.

Strong communication and interpersonal skills.

Commitment to fostering a diverse and inclusive learning environment.

Working Conditions:

Part-time, temporary position based on course offerings.

