BAY STATE COLLEGE

Part-time Faculty Job Description

- Position title: Part-time Faculty Instructor Fashion Department
- Position reports to the Chair of the Department
- Position is based on semester-to-semester College hiring needs
- This is not a tenure track position

Professional responsibilities include, but are not limited to the following:

**Teaching Responsibilities**

- Teach course(s)
  - Prepare course materials appropriate to courses taught
  - Assess student learning on a regular basis (bi weekly)
  - Communicate with student advisors and/or Program Chairs regarding student performance
  - Maintain a professional educational environment
  - Submit syllabus at least one week prior to start of semester for Department Chair review
  - Maintain one schedules office hour per week per class
  - Be present in class at least five minutes prior to scheduled class time and hold class for full time allotted
  - Encourage group work
  - Work collaboratively with the librarian on course bibliographies
  - Utilize technology in the classroom
  - Facilitate an environment where active learning is encouraged, such as study analysis, etc.
  - Encourage the constructionist paradigm of education, where students and instructor collaboratively learn, and develop knowledge frameworks.

**Curriculum Responsibilities**

- Assist with designing, developing, writing and revising course curricula and syllabi:
  - incorporate various student learning styles
  - assist with insuring intellectual integrity of curriculum and syllabi
  - assist with revising goals and objectives/competencies for each course as needed
  - assist with researching other comparable/related college course offerings
- Review and advise regarding course books as needed
- Ensure that all courses taught follow standard syllabus format
- Assist with departmental initiatives for students in need of remedial help
- Assist with the development of books and materials for the college library
- Assist with researching information regarding software programs that will provide remedial and general instruction assistance to all students/courses
- Assist with implementation of multimedia technologies into course content
- Assist with coordination with other academic departments and divisions to maintain coherence of curriculum
- Perform research into field(s) of expertise to ensure continued relevancy of curriculum

**Administrative Responsibilities**

- Adhere to all administrative deadlines such as final grades, attendance, mid-semester progress reports
- Maintain attendance records
• Maintain a binder or files of current syllabi for all courses taught

Meetings/Events

• Attend one college-wide meeting each semester
• Attend one departmental meeting each semester
• Attend new faculty meeting if first semester at college
• Attend graduation (All are encouraged/mandatory 3-5 classes)
• Attends at least one student-centered college activity each semester (per course) (i.e. Honor’s reception, Fashion Show, etc.)

Qualifications:

• Masters Degree in teaching area (preferred)
• Previous teaching experience (preferred)
• Demonstrated teaching skills
• Strong organizational skills
• Flexibility and ability to work in a rapidly changing/growing educational institution
• Some professional retail experience preferred.

NOTE: This job description is subject to change as needs warrant.