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| Title: <b>Part-Time Faculty - English</b> | Department: <b>Academic Affairs</b>                              |
| Employee Group: <b>Faculty</b>            | Immediate Supervisor: <b>Vice President for Academic Affairs</b> |

**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](http://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.
- Participate in Montcalm Community College's Standardized assessment practices.

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:**

- Priority will be given to applicants holding a graduate degree in English or those with at least 18 graduate credits in English.

- Applicants with substantial teaching experience in secondary education may also be considered if deemed relevant by the English department.
- A minimum of a bachelor's degree with 18 graduate credits in the relevant field.
- Highly preferred, a master's degree in the relevant field (specific requirements may vary). Note, master's degree 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.
- Flexible schedule based on course requirements.
- May include evening, online, hybrid, or weekend classes.

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| <b>REMUNERATION:</b>          | <p>Beginning pay rate for adjunct faculty is \$775.20 per contact hour taught.</p> <p>Part-time faculty may take one class per semester tuition free. This benefit is available to the part-time faculty person, spouses, or their dependents (age 25 and under). Only one class per semester (per faculty member) and must be used in the semester in which they teach, the one immediately following the teaching assignment, or the summer semester.</p> <p>During the semester part-time faculty are teaching they also have access to our pool, fitness, and recreation centers.</p> <p>MCC will pay adjunct instructors' mileage up to 70 miles round trip at the current IRS mileage rate. This is based on 50 miles one-way, with no mileage being paid for the first 30 miles round trip.</p> |
| <b>APPLICATION DEADLINE:</b>  | Until Filled   |
| <b>START DATE:</b>            | Future Semester  |
| <b>METHOD OF APPLICATION:</b> | Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a> . Attach your cover letter, detailed resume, transcripts, and three reference letters.  |

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*