

## JOB DESCRIPTION

**TITLE:** Faculty

**SUPERVISOR:** Academic Dean or Director

**JOB OBJECTIVE:** To provide quality classroom/laboratory instruction

### ESSENTIAL JOB FUNCTIONS:

- A. Prepares for and teaches assigned classes and/or laboratories according to the standards of the college and TBR.
- B. Prepares and updates course materials.
- C. Posts and adheres to required office hours.
- D. Provides feedback to students within a reasonable time.
- E. Provides academic advising to students with a focus on retention and success, and assists with registration and orientation activities.
- F. Participates in the development, review/audit, evaluation, revision, and accreditation of courses, programs, and curricula.
- G. Assists in selection and inventory of program equipment.
- H. Performs record-keeping responsibilities related to teaching, curriculum development, and advising.
- I. Participates in professional development activities.
- J. Works with faculty and staff from other areas/programs/divisions to promote communication, coordinate schedules, prepare advising materials, and support student success.
- K. Supports collegiality by assisting in the professional development of adjuncts and/or new full-time faculty (for example, mentoring, peer observations). Attends division, program, faculty, committee, advisory, and other institutional meetings as assigned to support goals, mission, and objectives of the college.
- L. Performs related duties as assigned.

### MINIMUM JOB STANDARDS:

1. Program/discipline
  - A. Documented ability in instruction.
  - B. Evidence of Dedication to Academic Practices.
  - C. Minimum qualifications/credentials determined by SACS-COC.
  - D. Evidence of good character, mature attitude and stable personality.

### CRITICAL SKILLS/EXPERTISE:

- Knowledge in the subject area taught
- Ability to teach effectively
- Ability to advise post-secondary students of all ages

**NON-ESSENTIAL FUNCTIONS:** None

**SALARY:**

**EMPLOYMENT DOCUMENTS:** Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*

### **Institutional Policy Approval**

This job description was approved using the normal campus policy approval process. It was submitted for review through the college Executive Committee to the Student Life Council, Faculty Senate, Support Staff Assembly, and Administrative Assembly. It was then approved by the Executive Committee (November 3, 2015) and President.