

Faculty Affairs Job Description

Campus Standard for Hourly Faculty

For Faculty Affairs Use:

Revision Date: _____ N/A _____

Date approved for Use: 11/1/2016

Exemption Approval: 51004

Faculty Affairs APPROVAL: Vice Provost
for Faculty Affairs _____

Job Title: Hourly Faculty

Job Specifications

Hourly Faculty

Teaching

Research

Clinical

Rank Applicable to:

TCH ASSOC

INSTR

LECTURER

ASST PROF

ASSOC PROF

PROF

****includes modified titles adjunct, clinical, research as appropriate for role****

Reports to: (Check appropriate box reflecting reporting line)

Department Head

Dean

Other: Please specify: Faculty and Faculty Administrators

Supervision (May supervise any or all of the following):

Faculty

Administrative Staff

Graduate Assistants/Student Employees

Job Summary (In 1-2 paragraphs, please provide a brief description of overall duties.)

Faculty who perform duties at the undergraduate, graduate, and post-graduate level related to direct instruction (credit and non-credit), instructional support, advising of students, conducting research, or providing clinical and/or patient care on a part-time, intermittent, or occasional basis may be compensated on an hourly basis.

Hourly appointments should be utilized when the duties to be performed are intermittent or irregular and a set percent time appointment will not be utilized.

Job Responsibilities (Outline Essential Duties and Responsibilities)

Specific duties may include:

- Instruction: provide instruction along a spectrum of formats including but not limited to: classroom teaching, laboratory instruction, online courses, fieldwork, training workshops, and conferences; grading; advising students; serving on dissertation committees and other faculty committees as appropriate.
- Research: design, conduct, evaluate research; serve as a principal investigator (PI) or Co-PI; basic and applied research; prepare manuscripts/publications.
- Clinical: direct and observational teaching, including specialty and sub-specialty training to residents/medical students/rotations; evaluate student clinical performance as required by associated accrediting agencies; and patient care.

Job Knowledge & Skills, Education, Experience

****Rank of appointment to be commensurate with norms and criteria for faculty appointments within College/Departments****

****Rank is approved by the Departmental Advisory Committee as appropriate to the required faculty level of education and experience****

Minimum educational requirements must be followed for rank. This includes terminal degree at the rank of Assistant

Professor or higher, master's degree (or higher) for all other ranks as required by the norms and criteria within the college/department. Exceptions to the minimum requirements require consultation and approval by Faculty Affairs.

Job knowledge, skills, and experience based on the position to be filled and as evaluated by the hiring unit.

Working Conditions

Based on job responsibilities: general office, classroom, research laboratories, clinics, pharmacies, and hospitals

Approved under 36e (4) of the State Universities Civil Service System Statutes.

Disclaimer

This job description reflects the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees holding this position.