

JOB TITLE	Adjunct Instructor (Part-Time, Temporary)	
REPORTS TO	Provost, Dean of Arts and Sciences, Dean of Health Occupations, Dean of Workforce Programs, Associate Dean, Nursing Programs, and/or Campus Associate Deans.	
HOURS	Varies	
CLASSIFICATION / SALARY RANGE	Instructional	\$38 / Instructional Hour
FLSA	Exempt	

Pasco-Hernando State College is an equal opportunity and equal access higher education institute that promotes diversity and inclusion in the workplace.

Job Goal

The adjunct instructor develops, prepares and teaches a variety of coursework. Adjunct Faculty are employed on a term-by-term basis. Courses within the College may be taught during the day, evening, weekends, and/or online.

Essential Duties and Responsibilities

The following duties are not exhaustive but illustrate the general duties required of the position. Management may require personnel to perform duties other than those contained in this document.

1. Provide varied and relevant instruction designed to meet the educational needs of assigned students in accordance with the College's policies, procedures, and approved curricula.
2. Responds to the special needs and reasonable accommodations of students with disabilities. Interacts with the Director of Disabilities Services to ensure that reasonable accommodations are appropriately provided.
3. Provides students with a course syllabus, which will minimally include the requirements listed in the Syllabus Template; and submits copies to the appropriate Academic Dean (West Campus courses), and to the Provosts (East Campus, North Campus, and Porter Campus at Wiregrass Ranch courses).
4. Provides the Provost, Academic Dean, and/or Associate Dean with copies of examinations as requested.
5. Maintains and submits accurate grade rosters and class attendance records to appropriate College personnel within established College deadlines.
6. Assess student progress and post student grades.
7. Provides for the purpose of academic assistance, a minimum of one office hour per week immediately before or after class, or by appointment, for each course taught.
8. Adhere to College and departmental policies.
9. Participates in programs and/or activities that enhance professional development.

10. Reviews the Full-Time Faculty and Adjunct Faculty Handbook prior to teaching classes to become familiar with the College's District Board of Trustees Rules and Internal Management Memoranda.
11. Attends and participates in faculty meetings, as assigned.
12. Other duties as assigned by his/her immediate supervisor.
13. Satisfactory Attendance.

Minimum Requirements

These requirements are a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as an exhaustive list of specific duties and responsibilities. Management may direct employees to perform job-related tasks other than those specifically presented in this description.

Education Requirements and Qualifications

- Appropriate credentials as required by Rules of the District Board of Trustees and contained in the Pasco-Hernando State College Faculty Credentials and Qualifications Manual.

Knowledge, Skills, and Abilities

- Advanced organizational skills.
- Ability to communicate effectively with a variety of students.
- Ability to establish and maintain working relationships with all stakeholders.
- Ability to maintain detailed student records.

Supervisory Responsibilities

- None

Physical Requirements

The physical expectations of this job are listed below. Terms and descriptions are as defined by the US Department of Labor.

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Management may assign or reassign duties and responsibilities to this job at any time. Salary and benefits will be assigned as determined by PHSC's Board approved compensation plan. Duty days and assigned hours shall be determined by PHSC. Please contact Human Resources for questions relating to salary determination or benefit eligibility, (727) 816-3406 or (727) - 816-3425.

Applicants must have a satisfactory criminal history background check. Applicants who claim a right of Veteran's Preference must provide documentation of eligibility.