

## **LEAD INSTRUCTOR, LANGUAGE ARTS & PHILOSOPHY - ENGLISH**

- POSITION:** Lead Instructor, English; a non-administrative leadership position appointed by the Executive Dean of Humanities and Vice President of Academic and Student Affairs
- CLASSIFICATION:** Full-time or Adjunct Faculty
- SUPERVISION:** Executive Dean, Humanities
- LOAD:** 10% Faculty load in the fall and spring semesters.
- TERM OF APPOINTMENT:** Unless otherwise explicitly agreed at the onset of the assignment, the term of appointment is for three years and, subject to mutual agreement, is renewable with no limit to the number of terms

### **COMPENSATION GUIDELINES:**

1. The Lead Instructor shall receive the identified load as re-assigned time in the fall and spring semesters with the remainder of the load being filled through classroom teaching.
2. The faculty member may elect to be compensated for the 10% semester load assignment at the stipend rate of \$2,500 rather than taking the load as re-assigned time.
3. The faculty member may elect to bank the 10% semester load assignment.
4. No per diem before and after days will be paid to the Lead Instructor, unless on special assignment as outlined in the Faculty Contract.
5. The faculty member may elect to teach during intersession or in the summer. Such instructional load will be compensated according to the instructional summer/overload rate identified in the Faculty Contract.

### **MINIMUM POSITION QUALIFICATIONS:**

- Full-time or adjunct faculty member with assigned teaching responsibilities in the English Program

### **DESIRED POSITION QUALIFICATIONS:**

- Broad-based background in English
- Demonstrated excellence in teaching
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and teaching
- Knowledgeable in the use of technology in instruction and assessment
- Experience with the budget process and outcomes assessment
- Ability to work with coworkers in a collegial manner

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**RESPONSIBILITIES:** The Lead Instructor shall provide leadership and support for the English program through collaborative and constructive efforts in identifying and accomplishing departmental goals and objectives.

Specific responsibilities include but are not limited to:

- Assist the Department Chair in developing class schedules.
- Assist the Department Chair in identifying and hiring adjunct faculty for the program.
- Assist the Department Chair with program budget preparation.
- Assist the Department Chair in curriculum development through preparation of additional courses, revision of current courses, and program reviews.
- Coordinate program textbook and software orders.
- Collaborate with the Department Chair and the Director of Resource Development in identifying and applying for grants in support of the program.
- Coordinate classroom/lab facility organization, supply and utilization.
- Coordinate program assessment of student learning and data collection for TracDat and assist the Department Chair with entry of data into TracDat.
- Coordinate program equipment maintenance and servicing.
- Coordinate on-campus program promotions, including MCC Night.