

LEAD INSTRUCTOR, INTERDISCIPLINARY STUDIES –PHI THETA KAPPA

POSITION: Lead Instructor, Phi Theta Kappa; a non-administrative leadership position appointed by the Dean of Instructional Technology and Interdisciplinary Studies and Vice President of Academic and Student Affairs

CLASSIFICATION: Full-time or Adjunct Faculty

SUPERVISION: Dean, Instructional Technology and Interdisciplinary Studies

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 Phi Theta Kappa Program

DESIRED POSITION QUALIFICATIONS:

- Broad-based background in Phi Theta Kappa
- 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 Phi Theta Kappa 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 with program budget preparation.
- Assist the Department Chair with program reviews.
- Coordinate program assessment of student learning and data collection for TracDat and assist the Department Chair with entry of data into TracDat.
- Coordinate and meet with Phi Theta Kappa Leadership team as needed.
- Coordinate on and off-campus events and promotions related to program, including award programs, MCC Night, community service projects, and program trips/conferences.
- Facilitate and accommodate all reporting to the state and national organization relative to programming and award applications.
- Collaborate with the Department Chair and the Director of Resource Development in identifying and applying for grants in support of the program.