Purpose: The primary purpose of this position is the coordination, planning, preparation, presentation, and evaluation of classroom instruction and related activities. At a minimum, the related activities include instruction, academic advising, serving on various committees, and participating in local, state, regional, and national professional activities and organizations. An instructor performs all other duties as directed by the appropriate program director, Dean, Executive Vice President for Instruction, or the President.

Major Responsibilities:

- Be familiar with the mission, goals and objectives of NTCC.
- Teach students in assigned classes in accordance with the course descriptions published in the catalog, the course syllabus, and within institutional policies and procedures.
- Meet classes regularly and punctually and be prepared to conduct them as effectively as possible.
- Keep active at a high level of expertise in the subjects taught and stimulate enthusiasm for those subjects;
- Cooperate in the development of curriculum; preparation of syllabi; the selection of textbooks, library materials, instructional materials, equipment, and supplies.
- Keep students informed and updated concerning course content, requirements, evaluation procedures, and attendance requirements;
- Keep students informed about their progress through the prompt grading of papers and other work;
- Maintain accurate attendance and scholastic records for the certification of class roles and submit reports as required.
- File an appropriate course syllabus for each course taught with the office of the Executive Vice President for Instruction;
- Conduct class evaluations and complete other college evaluations in accordance with college policy;
- Ensure that assigned classes are held as scheduled;
- Participate in program/curriculum review and development and student learning outcomes initiatives;
- Incorporate appropriate instructional technologies in instructional delivery;
- Maximize the learning opportunities for each student;
- Keep up-to-date in teaching field and continue professional growth through graduate courses, work in a professional organization, travel, staff development activities, community service, research, work experience, or other related activity.
- Submit annual program budgets to the appropriate Division Director, Program Director, Dean, or the Executive Vice President for Instruction in accordance with the annual budget planning process;
- Assist in recruitment and retention of students;
- Serve as an academic advisor to students who have designated a major in the faculty member’s assigned area;
- Post and maintain on-campus office hours for student consultations according to college policy;
- Submit required reports to the appropriate college personnel;
- Attend faculty meetings, commencement ceremonies, professional development and orientation activities, and other meetings as called by the President, Executive Vice President for Instruction, Deans, Program Directors, or Division Directors;
- Become thoroughly familiar with all college policies and procedures and comply with all college policies and procedures;
- Serve on and provide information to college committees as needed;
- Be actively involved in the co-curricular activities of the college;
• Convey college-related information to students in a timely manner as requested by college officials.
• Maintain good and solid relationships with discipline counterparts in secondary and four-year

Position Characteristics: Faculty positions at NTCC require a strong commitment and dedication to the profession of teaching as well as to the overall mission of a comprehensive community college. Faculty positions require the ability to work effectively with a diverse student body, strong interpersonal and communication skills, empathy for the welfare of students, the maintenance of high professional and ethical standards, the ability to communicate effectively both orally and in writing, the ability to exercise good judgment, a high level of competence and knowledge of subject area as well as an up-to-date knowledge of highly effective instructional strategies and techniques that facilitate student learning.

Qualifications: Faculty credentials vary depending on the type of workforce or academic discipline. In disciplines where courses transfer to four-year colleges or universities, a Master’s degree in the discipline or a Master’s degree in a different discipline with a minimum of eighteen graduate hours in the teaching discipline is required. In workforce areas where courses do not transfer to four-year institutions, a minimum of an Associate’s degree along with appropriate work experience and/or industry certification is required, with a Bachelor’s degree preferred. The individual must also have successful full-time college-level teaching experience, preferably in a community college, be an excellent communicator, have superior interpersonal skills, be highly knowledgeable in their field, and have a love of teaching.

Reporting Relationships:
Faculty positions report to the applicable program director, Dean, or to the Executive Vice President for Instruction.