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| **Effective Date** |  |
| **Name (Last, First)** |  |
| **Position Number** | **TBD** |
| **Classification** | **Instructor** |
| **Working Title** |  |
| **FTE** | **TPTF** |
| **Workload Hours** |  |
| **FLSA – (Exempt/Non-Exempt)**  **Determined by HR.** | **Non-Exempt** |
| **Department** |  |
| **Division** | **Academic Affairs** |
| **Bargaining Unit** | **APSCUF** |
| **Supervisor’s Classification/Working Title** | **Dean** |
| **Direct Reports Classification/**  **Working Titles (if applicable)** | **N/A** |

**Job Summary/Basic Function**

Temporary, part-time instructor responsible for [enter general description here].

**TEACHING AND PROFESSIONAL RESPONSIBILITIES:**

[Course details here].

Part-time faculty members shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students.

This position requires in-person instruction on Millersville University’s campus [if applicable]. This position is contingent upon sufficient enrollments in assigned classes.

**For details, please see:**

The [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Article 12.B.1, Effective teaching and fulfillment of professional responsibilities (p. 27);

**CONTINUING SCHOLARLY GROWTH AND PROFESSIONAL DEVELOPMENT and SERVICE TO THE UNIVERSITY AND/OR COMMUNITY:**

* In addition to teaching, there is an expectation for scholarship and service commensurate with the assignment.

**OTHER RESPONSIBILITIES:**

* Other reasonable duties assigned within the faculty member’s field of competence.

**PERFORMANCE REVIEW / EVALUATIONS:**

* Please see the [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Article 12, Performance Review and Evaluation of Faculty (pp. 27-39).

**DEPARTMENT DESCRIPTION:**

* [Enter descriptive information here.]

**Knowledge, Skills and Abilities**

**Required Qualifications:**

* Master’s Degree in [Discipline] or related discipline.
* [Enter any additional/other required qualifications.]
* Evidence of ability to successfully teach diverse student populations.
* Excellent oral, written, interpersonal communication skills.
* Evidence of a commitment to diversity, equity, and inclusion.
* Successful interview.
* Successful teaching demonstration for class teaching assignments [customize to assignment type – e.g., eliminate teaching demonstration and specify substitute requirement, if any, for student teaching supervision, internship supervision, clinical supervision, etc.]
* Successful completion of three background checks.

**Preferred Qualifications:**

* PhD or ABD in [Discipline] or related discipline.
* [Enter any other preferred qualifications.]
* Prior college-level teaching experience.

**Conditions of Employment**

* This position is represented by a labor union and is subject to the terms and conditions of the APSCUF Collective Bargaining Agreement.
* Class schedule and modality (face-to-face, online, blended, etc.) is set by the dean of the college.

**Working Conditions and Physical Effort – (Essential Functions)**

* [Adjust verbiage below as appropriate:]
* Work is normally performed in a typical interior/office work environment. [If assignment is fully online, adjust as appropriate.]
* Ability to:
  + sit or stand while teaching.
  + speak clearly.
  + communicate via writing exceptionally well
  + understand verbal communication (read and understand verbal messages).
  + use construction tools safey.
  + move to and from campus buildings, offices, classrooms and stage areas.
  + climb ladders.
  + stoop or bend to pick things up.
* Must be able to lift/pull/push up to 10 pounds without assistance.
  + lift student paper bundles, small boxes, scene shop equipment and materials.
* Must be able to occasionally lift/pull/push heavier items with assistance.
* Teach courses face-to-face and online if necessary [customize as appropriate if assignment is student teacher supervision or other supervision] at the higher education level using lectures, demonstrations, class discussion, using online tools and/or equipment and/or other appropriate tools appropriate modes of education delivery.
* Able to record and calculate grades, prepare course outline and syllabus, develop course and lesson plans, engage in the selection of appropriate textbooks and other teaching aids necessary to the delivery of instruction.
* Use computer for email, obtain information on websites, prepare class documents, grade papers, submit final grades online and other duties related to teaching and advising students and serving the department, college, university and community.
* No or very limited exposure to physical risks.
* Dexterity of hands and fingers to operate a computer keyboard and mouse.

**Required Application Materials:**

* [Below are minimum requirements; add any department-specific criteria such as copies of professional licenses, statement of teaching philosophy, audio or video recordings of performances, etc.]
* Cover letter describing qualifications for the position
* Current curriculum vitae or professional resume
* Copies of registrar-issued transcripts for all degrees conferred and in progress
* Two letters of professional reference dated within the last 12 months

*I have reviewed and am able to complete the duties and physical requirements associated with this position as they are listed above:*

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**Employee Signature Date**

*I have reviewed and approve the duties and physical requirements associated with this position as they are listed above:*

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**Supervisor’s Signature Date**