ACC Vision
To be the leader in community college education for the State of Colorado.

ACC Mission Statement
To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

ACC's Values
Life-Long Learning — We uphold the highest academic standards and support the growth and success of each individual.

Integrity — We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community — We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

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**ADJUNCT FACULTY JOB DESCRIPTION**

**POSITION TITLE:** Part Time Biology Instructor

**REPORTS TO:** Biology Department Chair

**SUPERVISES:** No supervisory responsibilities associated with this position.

**BASIC FUNCTIONS:** Provide instruction in assigned class(es) in coordination with your program supervisor and established course model syllabus/syllabi. Classes available include general biology for majors and non-majors, microbiology, and anatomy and physiology.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Understand and uphold the values and mission of the College.
   a. ACC is a teaching and learning institution; we specialize in student success. Adjunct faculty must be more than subject area experts; they must be effective, developing teachers.
   b. ACC instructors are knowledgeable about pedagogy, methods, retention, diversity, assessment and college and community life.
   c. Learning and student success is placed at a high value for all ACC instructors, staff and students.

2. Teach assigned classes:
   a. Start and end classes promptly at scheduled times and calendar start/stop dates.
   b. Teach assigned curriculum and make maximum use of required texts and materials as directed by your chair.
   c. If you know in advance you cannot hold your class, make prior arrangements with your chair.
   d. If you move your class for a session, make your chair and the center office aware so they can notify lost students.
   e. If you have a discipline issue, speak with your chair. If needed, you will then progress through the proper channels to involve the College's Student Conduct Officer. If a student has a complaint related to the course, they will be directed to you. If you cannot resolve the student complaint, speak with your chair. The chair will then involve the dean if warranted.
   f. For those classes which include a laboratory component, conduct all lab experiences in a professional manner to include:
      1. Ensuring availability of supplies.
      2. Complete understanding of all aspects of the lab procedures.
3. Proper and prompt clean-up of the laboratory.
   g. Promote a professional image and standard by abiding with all relevant College and System policies.

3. At the start of the semester, provide and review with students:
   a. A syllabus for the course that includes all required components of the ACC course model syllabus.
   b. The course attendance and grading policies.

4. Attendance:
   a. Taking attendance is mandatory. Maintain accurate records of attendance.
   b. Report no-shows in Banner (ACC Portal) on the census date.
   c. Until census date, print a new roster each time you go to class. Beyond census, check the roster periodically to insure that students haven’t dropped from the roster.
   d. Although attendance is required, the style and method of attendance recordkeeping is left to the discretion of the instructor (D2L, Excel spreadsheet, grade book, etc.).
   e. Communicate your attendance policy and expectations to your students.
   f. Submit attendance records to the center designee according to published deadlines and ACC policy.

5. Grading:
   a. Maintain accurate grading records.
   b. Specific information on grading is in the catalog. See your chair with additional questions.
   c. Communicate your grading policy and expectations to your students.
   d. Submit all grades by the published deadline which includes entering final grades into Banner (ACC Portal) and emailing a copy of your final grade records and attendance records to the center designee according to published deadlines and ACC policy.

6. Syllabus:
   a. A template for the syllabus is located in the Faculty tab under Faculty Forms and/or department chair. The template represents the minimums. Be thorough, it is your contract with the students. Make sure to include all important dates, office hours, assignments, your ACC email, etc.

7. Communication:
   a. Conduct all College business using the ACC email account.
   b. Check ACC email account at least every 48 hours during the teaching week and respond promptly to messages.
   c. Check campus mailbox(es) on a weekly basis.

8. Technology
   a. A D2L shell will be created for each course.
   b. The minimum requirements for the D2L shell will contain a welcome announcement, contact information, syllabus, class calendar (if not a part of your syllabus) and final gradebook.

9. Facilitate the student evaluations of instruction before the posted deadline and in accordance with established policies and procedures.

10. Allow for classroom observation by dean, chair, regular or senior adjunct faculty to be determined by department chair.
11. Department Specific Duties:

12. Essential Functions:

   Physical Demands:
   A, B, 3, 7, 8, 9, 11, 12, 14, 15, 16, 17, 19

   Mental Functions:
   1-11
I. PHYSICAL DEMANDS

A. SEDENTARY - Exert up to 10 lbs. of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body, involves sitting most of the time, but may involve walking or standing for brief periods of time.

B. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.

C. MEDIUM - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

D. HEAVY - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

E. VERY HEAVY - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

1. CLIMBING - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

2. BALANCING - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.

3. STOOPING - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

4. KNEELING - Bending legs at knees to come to rest on knee or knees.

5. CROUCHING - Bending body downward and forward by bending legs and spine.

6. CRAWLING - Moving about on hands and knees or hands and feet.

7. REACHING - Extending hand(s) and arm(s) in any direction.

8. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

9. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

10. FEELING - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

11. TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

12. HEARING - perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

13. TASTING/SMELLING - Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.

14. NEAR ACUITY - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.

15. FAR ACUITY - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.

16. DEPTH PERCEPTION - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

17. ACCOMMODATION - Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

18. COLOR VISION - Ability to identify and distinguish colors.

19. FIELD OF VISION - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

20. CONTROL OF OTHERS - Seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

II. MENTAL FUNCTIONS

1. COMPARING - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

2. COPYING - Transcribing, entering, or posting data.

3. COMPUTING - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

4. COMPILING - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.

5. ANALYZING - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

6. COORDINATING - Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.

7. SYNTHESIZING - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretation.

8. NEGOTIATING - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

9. COMMUNICATING - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.

10. INSTRUCTING - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

11. INTERPERSONAL SKILLS/BEHAVIORS - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS - exposure results in marked bodily discomfort.

1. EXPOSURE TO WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

2. EXTREME COLD - Exposure to nonweather-related cold temperatures.

3. EXTREME HEAT - Exposure to nonweather-related hot temperatures.

4. WET AND/OR HUMID - Contact with water or other liquids; or exposure to nonweather-related humid conditions.

5. NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

6. VIBRATION - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.

7. ATMOSPHERIC CONDITIONS - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affect the respiratory system, eyes or the skin.

8. CONFINED/RESTRICTED WORKING ENVIRONMENT - Work is performed in a closed or locked facility providing safety and security for clients, inmates, or fellow workers.

IV. HAZARDS

1. Proximity to moving, mechanical parts.

2. Exposure to electrical shock.

3. Working in high, exposed places.

4. Exposure to radiant energy.

5. Working with explosives.

6. Exposure to toxic or caustic chemicals.
I have reviewed this job description with my department chair and agree to comply with all the requirements therein.

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<th>Adjunct Instructor (Print)</th>
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Department