

NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: English/History Instructor	POSITION CODE: Exempt	HOURS: Full Time	ORIGINAL DATE: February 2021	
ORGANIZATIONAL UNIT: Instruction	REPORTS TO: Dean of Liberal Arts	REV NO. & DATE:	PAGE: 1 of 3	

GENERAL DESCRIPTION:

Teaches assigned college course work as defined by North Central Michigan College and assigned by the Dean of Liberal Arts. Assists students in meeting didactic requirements and understanding course material. Provides a safe classroom and/or field experience-learning environment. Conducts self in a professional manner promoting diplomacy with students, educational agencies, and other faculty and staff. Engages in individual student and educational program development, accessibility and coordinates with other college departments including Student Services as needed to foster student success. In addition, the candidate will serve as a content expert while collaborating with other faculty on curriculum development and improvement

DUTIES:

1. Teach 15 contact hours per semester. Assignments may include day and evening course times as well as coverage in Petoskey and NCMC's other off campus sites.
2. Hold six (6) office hours per week at times convenient for student consultations.
3. Prepare instructional materials and deliver instruction to students in a variety of formats and settings (including classroom, hybrid, online, etc.)
4. Provide timely feedback on students' progress, including evaluation of students and student work.
5. Work with Dean of Liberal Arts to maintain updated master syllabi of courses and program outcomes.
6. Prepare and submit required documentation including course syllabi, student attendance, final course grades, and other information as required by the college.
7. Participate in college service in the areas of curriculum development, course and program outcomes assessment, and instructional improvement.
8. Participate in college governance structure and/or strategic planning process through committee service.
9. Work with adjunct faculty in History and English.
10. Other duties as assigned and appropriate.

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Required Qualifications:

1. Master's Degree in English, with 18 graduate hours in History; OR Master's Degree in History, with 18 graduate hours in English to include composition or rhetoric. An interdisciplinary master's degree such as Humanities or American Studies may be considered, provided there are 18 graduate credits in each field of History and English.
2. Demonstrable interest and experience in teaching developmental writing.
3. Evidence of teaching competence.
4. Demonstrable interest in the exploration and use of new media and innovative pedagogical techniques.
5. Knowledge of adult learning theory, to include pedagogical and assessment techniques appropriate to writing and literature instruction.
6. Excellent written and oral communications skills.
7. Knowledge of and commitment to the community college mission.

Preferred qualifications:

1. Master's Degree in History and Master's Degree in English with coursework in composition or rhetoric.
2. Recent experience in teaching English and History in a community college setting.
3. Evidence of continuing professional development, especially in writing-studies scholarship.
4. Activity in professional organizations.
5. Familiarity with program assessment practices within a community college setting.
6. Familiarity with institutional effectiveness planning and retention issues within a community college environment.

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NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____