Process Engineering Technology Faculty Job Description

Job Title: Process Engineering Technology Faculty
Job Class: Instructional
Department: Technology & Transfer
Reports To: Dean of Technology & Transfer
FLSA Status: Exempt
Compease: 13
Approved By: Vice President of Academic Affairs
Approved Date: 07/01/24

I. Position Purpose

The Process Engineering Technology Faculty will be responsible for curriculum and instruction and, will be an integral part of the student educational experience. The Process Engineering Technology Faculty will provide engaged instruction, develop curricula, and conduct program, course, and student outcomes assessment; they will advise and support students. The Process Engineering Technology Faculty will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE INSTRUCTION: A faculty member will be responsible for delivering courses on campus with the possibility of delivering courses at off-campus partner sites. The Process Engineering Technology Faculty will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCO learning management system in all classes. Faculty will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A faculty member will network with community and industry partners to build a strong advisory board; they will gather feedback from stakeholders to design curricula and develop program outcomes. A faculty member will be responsible for annual program assessment and comprehensive program reviews; they will gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. A faculty member will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

ENGAGE IN ADVISING & STUDENT SUPPORT: A faculty member will engage students' in the advising process, meet with advisees face-to-face as often as needed, use institutional tools to create student plans, and maintain documentation for each advisee. A faculty member will maintain required office hours that are compatible with student schedules, direct students to appropriate college resources, and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A faculty member will work to advance the College's mission and vision, abide by the College's values by following policies and procedures, and promote a positive working relationship across divisions. A faculty member will

participate in committees and institutional activities, participate in program recruitment, support workforce development, and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A faculty member will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: A faculty member will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, make decisions, and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Master's Degree in Chemical Engineering or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Experience teaching in higher education
- Minimum of 5 years of full-time, professional industry experience
- Evidence of professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).