



Adjunct Faculty Job Description

Description:

College of the Desert is located in Palm Desert, California, the geographic center of the beautiful Coachella Valley. Nestled among the backdrop of the Santa Rosa and San Jacinto mountains in eastern Riverside County, the Coachella Valley is a resort community that offers over 100 golf courses and a wide array of outdoor activities such as tennis, hiking, horseback riding, hot air ballooning, polo, bicycling, rock climbing, and swimming.

Founded in 1958, this two-year public college serves over 400,000 residents of eight local cities and the students of the Palm Springs, Desert Sands and Coachella Valley school districts. College of the Desert offers certificates and two-year Associate of Arts and Associate of Science degrees.

The College served over 15,700 students in the 2016-2017 academic year. COD is a federally recognized Hispanic Serving Institution (HSI), with almost 70% of the student body identifying as Hispanic. The Coachella Valley community recently passed a \$577 million bond measure, allowing for College of the Desert to improve its current facilities and expand its campus locations. These improvements and expansion will assist with College of the Desert's goals of providing an education to students inside and outside of the Coachella Valley.

Basic Function:

Under administrative leadership, it is the responsibility of the adjunct instructor to participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the vision, mission, and values of the community college district.

Working Conditions:

Classroom environment and unassigned faculty office environment. Classes may be at the Palm Desert Campus or one of our sites in Indio, Mecca/Thermal, Desert Hot Springs, or Palm Springs. Classes may be scheduled during the day, evening or weekends.

Employment Status:

College of the Desert Adjunct Association (CODAA) Bargaining Unit

Salary Placement is according to the CODAA Collective Bargaining Agreement. For information on salary placement, please see the [Collective Bargaining Agreement](#) and [Salary Schedule](#).

[Click here for more information about College of the Desert and the Coachella Valley](#)

Click [here](#) to read President's Message



Examples of Job Duties:

- a. Classroom Responsibilities
 - a. Meet classes/lab on day and times assigned
 - b. Develop and implement instruction for each class/lab period which is consistent with the official course outline
 - c. Develop and distribute the first week of class, a written syllabus for each course to communicate to students course objectives, grading criteria, and classroom policies
 - d. Demonstrate respect for student rights as specified in District policy and applicable laws
 - e. Ensure course textbooks and instructional materials are made available to students in a timely manner
 - f. Refer students to tutoring and related student services when appropriate
 - g. Supervise student in off-campus activities when participation is part of the instructor's load
- b. Evaluation of Students
 - a. Evaluate students' progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation
 - b. Return assignments and examination results in a timely fashion
 - c. Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by Ed Code and Title V regulations for the State of California
 - d. Submit grade report forms and other reporting forms, including but not limited to census, progress reports, attendance records, and proctoring forms, in a timely and accurate manner
- c. Curriculum – Responsibility of Full-Time Faculty
- d. Student Advising – Responsibility of Full-Time Faculty
- e. Professional Development – Responsibility of Full-Time Faculty

Additional Responsibilities:

- a. Abide by department regulations concerning the proper use, care, and security of equipment
- b. Advise Supervisor of unsafe conditions or potential hazards and recommend solutions
- c. Fulfill all obligations as established in the current Collective Bargaining Agreement
- d. Keep official records required by District policy and administrative procedures and submit them in accordance with college procedures



Optional Duties*:

- a. Advise enrolled students on such matters as: Learning skills, collateral or enrichment reading or experience opportunities for further understanding of the courses or subject field, career alternative/opportunities related to the subject field
- b. Provide academic assistance and related services to students during office hours
- c. Participate in the credit by examination program where applicable
- d. Participate in the development and review of curriculum as needed
- e. Participate in the development of alternative teaching modalities
- f. Schedule, announce to students in all classes, and maintain office hours
- g. Participate in advisory committee meetings as required
- h. Participate in professional development activities
- i. Attend and participate in department/center meetings when assigned by the District or shared governance
- j. Participate in the process of shared governance by contributing to the academic community through committee work on the department division, college and/or district level, or participate in other significant non-classroom college, district, or community activities
- k. Consult with Supervisor on personnel needs; assist with position announcements, recruitment, and screening/interviewing committees
- l. Participate in mentoring of new faculty as assigned

*All optional duties are on a voluntary basis, but some may have compensation attached per the Collective Bargaining Agreement. Consult with departmental Dean for clarification.

August 1, 2018