Capella University  
Position Description

Title: Part-Time and Adjunct Faculty

Specialization: To Be Completed by Faculty Chair

Summary of Responsibilities:

Part-time and adjunct faculty provide a variety of educational services to degree and certificate learners. Faculty are responsible for meeting the expectations and requirements of the Capella learner while establishing and maintaining effective relationships. Faculty ensure that learners receive quality educational experiences consistent with stated course outcomes as well as NCA and any program accreditation standards. They provide high-quality, impactful and successful experiences that deliver exceptional learning outcomes.

Capella values the capabilities and talents of its faculty and expects continued learning and development through participation in outside scholarly activities or practice in the discipline. Primary responsibilities include teaching (online), mentor and committee work (graduate level only) and contributing to curriculum development. Part-time Faculty also participate in school governance through faculty committees and may participate in a variety of other activities based upon the university’s needs and the faculty member’s unique skill set.

Specific Accountabilities:

Each faculty member will have a workload that varies based upon his/her expertise and the needs of the program/specialization. Following are the accountabilities expected for faculty in the primary areas of responsibility:

Course Participation: Provides expertise in subject matter; facilitates course discussions ensuring active participation among learners creating entries at least 3-6 times per week; responds to learner inquiries within 24-48 hours; assesses learner assignments and engagement; provides appropriate feedback, coaching and reinforcement of effective critical thinking; reports at risk learners to appropriate school staff; encourages learner participation in course-end evaluation forms; provide innovative input designed to make teaching practices more effective; adheres to quality standards and defines quality at course level in line with departmental and university norms.

Mentoring and Committee Work (graduate level and part-time faculty only): Facilitates discussions with learners to ensure ongoing progress toward successful completion of dissertation; reviews and critiques learner work, providing relevant feedback; participates in dissertation committee meetings
Curriculum Development: Participates in the design and development of courses and course materials including course plans, objectives, outcomes, teaching aids, activities and evaluation tools. Ensures sensitivity to race, gender and disability in curriculum design, course content and study materials.

School Governance and Faculty Committees: Actively participates in appropriate department, division or university committees;

Other Activities (may be assigned and vary from quarter to quarter):

Faculty staff meetings, Colloquia, Year in Residencies (as applicable), Capella-sponsored faculty development, problem resolution, faculty orientation/mentoring, web board facilitation, course revisions, etc.

Some Faculty may have certain “areas of emphasis” such as specialized responsibilities or coordinating functions in support of the school’s educational goals such as Learner Management, Research and Advising, Program Development and Advising or Accreditation.

Responsibility areas and specific assignments are based on the needs of the school and particular capabilities of the faculty member and will vary from quarter to quarter. Faculty assignments and areas of emphasis may vary significantly from school to school; however, the position is structured to ensure the faculty member is able to contribute optimally to essential teaching and related support services to learners.

Education:
To Be Completed by Faculty Chair

Experience:
To Be Completed by Faculty Chair

Variety and Complexity of Work Expected:

- Developing single course content, translating subject matter and facilitating complex learning in a web-based environment
- Resolving learner/academic focused problems relative to achievement of academic goals; requires independent judgment and decision making
- Managing full instructional load plus some administrative responsibilities
- Responsibilities are generally not prescribed and have broad parameters that will lead to the mastery of the subject matter and application or practice of learned proficiencies in the professional field
- Positively impacts learner retention and persistence
- Acts under general guidance and collegial consultation regarding development of course content and providing constructive input regarding university practices
Knowledge, Skills, and Abilities:

Knowledge
- Extensive knowledge of academic discipline and educational standards
- Understanding of Capella University and school philosophy, policies, guidelines and practices
- Knowledge of adult learning theory and practices such as development of learning contracts, collaborative learning and active learning strategies

Assessment
- Exceptional ability to assess learning through feedback, coaching and interpersonal skills
- Ability to develop/maintain curriculum and assessment in online environment
- Ability to teach/advise and assess at appropriate level
- Demonstrated ability to identify/determine alternatives to resolve complex problems

Community
- Ability to consistently contribute to Capella’s community of spirit, trust, interaction and learning.
- Acts in ways that support an environment of continuous improvement and a positive learner experience
- Operates from a clear sense of well-developed personal values and standards demonstrating integrity, honesty and authenticity in all actions

Learner-Focus
- Demonstrates complete understanding of learner – accommodating unique needs and expertise of each learner.
- Provides support and opportunity for the learner to continually deepen his or her understanding of individual purpose and pursue it through educational experiences
- Demonstrates a commitment to meeting the expectations and requirements of a diversity of learners.

Course Management Skills
- Excellent course management skills
- Use of technology in teaching and learning in an online environment
- Microsoft Office products and web fluency

Performance Criteria:
Faculty will be assessed based upon their demonstration of personal drive to accomplish goals and consistently meet expectations. Performance criteria may include the following (depending upon the type of activities assigned):

Evidence of high quality learner interactions as demonstrated through:
- End of course evaluations
- Mentor performance summary
- Colloquia evaluations

Appropriately meets qualitative standards:
- Quality of teaching
- Quality of mentoring
- Quality of colloquium involvement
- Contributions to the specialization/school or university
- Responsiveness to feedback
- Disciplinary expertise as relevant to Capella needs

Ability to manage a breadth and depth of work activities
- Demonstrates a breadth of capability across a variety of learning activities
- Demonstrates flexibility in managing workload
- Achieves quality learning outcomes

**Key Differences Between Part-Time and Adjunct Faculty:**

Generally, part-time faculty engage in a continuous relationship with Capella quarter after quarter. As such, Capella is committed to providing a work assignment to part-time faculty members on an ongoing quarterly basis. The work assignments and workload may vary from quarter to quarter, but the part-time faculty member is provided with some level of work by Capella. Only part-time faculty members may participate in Mentoring or Committee work assignments or any other work assignment that may span four quarters.

Adjunct faculty members are not engaged with Capella in a continuous relationship. They do not work four quarters in any given calendar year, but are assigned work as they are available and as Capella has needs. As such, the workload for adjunct faculty members will be quite variable.

All part-time and adjunct faculty will be required to complete an unpaid faculty development course (FD 1800) as a pre-requisite for employment. This is an essential part of the selection process for both the faculty member and Capella.