



Adjunct Faculty

Status: Exempt
Division: Academics
Department: Various
Classification: Part-Time
Department Number: 210-235
Direct Supervisor: Department Chair

Purpose

San Diego Christian College, as an academic and learning community, aims to prepare academically equipped, culturally and globally involved graduates with a biblical worldview and godly character to serve God. This position supports the SDC mission and vision through the instruction of assigned courses as well as engaging in community endeavors.

Position Overview

Adjunct faculty at SDC serve to equip students with the academic preparation and biblical worldview integration necessary to influence and impact the world for Christ. Adjuncts may teach one courses or several courses, in a variety of fields, depending on the academic and business needs of the institution.

Objectives and Responsibilities

1. **Academically Equipped:** educated through engaged faculty in rigorous programs built on outcomes derived from competencies and biblical integration within each discipline.
 - a. **General**
 - Maintain currency with the philosophical and pedagogical developments in one's field
 - Self-evaluation as required
 - Support department efforts for program development and maintenance
 - Maintain employee dress code
 - b. **Course Preparation Responsibilities**
 - Attend the Fall Adjunct Orientation and classroom technology sessions
 - Review syllabi and select textbooks and/or course materials
 - Conduct textbook selection for courses assigned or not staffed under your leadership
 - Prepare syllabi for each course in accordance with guidelines provided in the *Faculty Handbook*
 - Post copies of syllabi on Edvance 360 course site prior to the first day of class
 - Submit digital copy of syllabi to the appropriate supervisor and to the Vice President for Academics one week prior to the first day of class
 - c. **Instructional Responsibilities**
 - Take attendance at each class session and record attendance through the proper system
 - Prepare for each class session, taking into consideration diversities in learning styles
 - Be present to teach every class or provide for a qualified substitute in the case of your absence
 - Maintain regularly scheduled office hours totaling ten hours per week
 - Respond to student emails within 48 hours
 - Plan for and provide alternatives for students to make-up work in the event of an administratively excused absence

- d. Assessment Responsibilities
 - Plan for multiple assessment measures of student learning
 - Grade and return assignments in a timely manner (i.e., within a week)
 - Plan for and meet during the allotted two-hour final exam times
 - Submit midterm and final grades through Student Information System (SIS, currently Populi) by the deadline listed on the Academic Calendar
2. **Biblical Worldview:** committed to God’s preeminent perspective on life and the realization that He created and enables each person to be a life-changing influence for Christ.
- Alignment with doctrinal statement
 - Committed Christian faith which is evident in daily life
 - Support for the educational philosophy of the College and the integration of biblical texts and principles into all academic disciplines
 - Open each class session in prayer
 - Attend general sessions of Truth and Purpose Conference, Impact, and Day of Prayer
3. **Culturally & Globally Involved:** inspired through partnership to be responsible stewards in local communities and global opportunities.
- Work with academic advisors to help academic progress of students
 - Serve as an ambassador of SDC to prospective student families and community entities

Qualifications and Requirements

- Degree requirements as specified by position
- Prior successful teaching experience and/or demonstrated ability to communicate articulately to groups of varying sizes
- Ability to work effectively and collaborate with members of the campus community
- Knowledge of Christian higher education and San Diego Christian College
- Ability to use computers, including classroom technology and LMS and copiers

Professional Relationships:

Internal:

- Academic Department Chair
- Vice President for Academics
- Academic Administrative Assistant
- Registrar
- Faculty
- IT Services
- Vice President for Advancement & Administration

Personnel within these offices: Academics, Enrollment Services, Student Life, Library

External:

- Students

DEGREE OF INDEPENDENT ACTION

Adjunct Faculty work under the leadership of the academic department chair but have general autonomy in how they plan for and facilitate learning through classroom interaction and out-of-class assignments.

About San Diego Christian:

SDC is a religious, non-profit organization (501c3) registered in the state of California. It is our mission to educate and inspire students through the truth of Scripture and the development of competencies that prepare graduates whose purpose is to impact the world. Every employee of SDC has a responsibility within their role to carry out and uphold this mission, in professional, spiritual, relational, and moral/ethical parameters as laid out in the Employee Handbook.

All employees understand and agree with the Doctrinal Statement. Each employee understands that the Doctrinal Statement, through the tenets explained in it, are based on the truth of the Bible. All employees of SDC support the position, and all programs of SDC are based on it.