



## **POSITION DESCRIPTION**

### **Visiting Faculty, Environmental Studies within the B.A. in Liberal Studies Program**

**Reports to: Director, B.A. in Liberal Studies**

**Classification: Visiting Faculty**

**% of Time: 75%**

#### **Position Summary:**

This position includes teaching undergraduate-level environmental studies courses, design of an environmental studies curriculum, as well as participating in regularly scheduled program meetings. This position might also involve participating on special committees and University task forces for the B.A. Program as well as serving as a Teaching Liaison.

#### **Teaching, Advising, & Admissions**

- Teach and provide student advising for a total of 18 credits per year. Course assignments will be made in consultation with the Director of the B.A. Program and the core faculty coordinator of the environmental studies area of concentration, and in light of specific individual and Program needs.
- Provide advising for up to 22 students in the B.A. Program, including the assessment of academic progress, help with other aspects of the students' relationship with the educational environment at the University, and completion of final reviews related to graduation.
- Conduct admission interviews with applicants, and make recommendations to the Program Chair regarding admissions decisions in individual cases; follow up with situations involving conditional admissions which require additional monitoring.

#### **Administration**

- Participate in regularly-scheduled Program meetings/retreats for discussion of relevant policy and procedures, for development of strategic objectives and directions, and for discussion of topics in teaching/advising, student standards, adjunct faculty relations, and curriculum development.
- Serve, as requested by the Director of the B.A. Program, on special committees and task forces for the B.A. Program or AUS.
- Serve as Teaching Liaison for adjunct faculty teaching in the environmental studies area of concentration curriculum to ensure quality of teaching and assist in problem resolution. Activities include recruitment of adjunct faculty in the specified content areas, consultation on syllabus development, monitoring mid-quarter and final course evaluations, providing feedback to adjunct faculty about quality of teaching, and providing consultation for problematic student situations.

#### **Professional/Scholarly Activities**

- Contribute to the creation and sharing of knowledge, through active participation in dialogue with professional peers and colleagues in the discipline, profession, and /or educational community.
- Participate in activities for professional development (conferences, seminars, workshops, courses) as relevant to areas of special expertise and interest.

#### **Minimum Qualifications**

- Master's degree in a relevant field.
- Prior teaching experience at the university level, preferably with an adult student population.

*(Visiting faculty members are normally appointed for one year or less at a time, on renewable contracts for at least half time, and often for full-time service. Visiting appointments should not be understood as leading to a permanent faculty membership, though visiting faculty members carry all the responsibilities of membership on the core faculty.)*