



DANIEL MATTHEW ECCLESIASTICAL COLLEGE
SAINT LOUIS, MISSOURI 63115
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Responsibilities & Job Descriptions-Adjunct Professor

Adjunct Faculty

Adjunct faculty members at any school or program are best defined by what they are not, namely tenure-track faculty. In other words, adjuncts do not have permanent positions, but are hired on a per-course or limited-term basis, without any guarantee of continuing employment. Your position at Daniel Matthew Ecclesiastical College center upon the assisting of the Dean in educating, operating and development of the school, program and the students, in conjunction with the college, program and other applicable mission for the ecclesiastical order.

Research, Scholarship and Creativity

Research or scholarship constitutes about 40 percent of the specified workload our faculty. Daniel Matthew requires, about 15 percent of research from our members. This includes doing scholarly or applied research, and disseminating the results of research in the form of publications, presentations or creative performances or displays; such as staging plays or exhibiting paintings in galleries. Tenure-stream faculty are also expected to conduct service to their disciplines in the form of acting as referees for scholarly journals and conferences, serving on editorial boards, and acting as officers or committee members for professional associations. Although adjuncts in some fields may have significant research or creative expertise, these are part of our adjunct job descriptions or responsibilities.

Administration

Administration is not a typical part of adjunct duties, our adjuncts are being hired to serve in certain limited non-teaching roles, such as student advising, prison duties or instructors, directing writing or learning centers. Our Adjuncts teach individual courses, but do have limited administrative responsibilities. Holders of important administrative posts with managerial authority over faculty are normally appointed from within tenure-stream ranks. For example, department chairs, program directors, deans and provosts normally hold tenured positions in academic departments and are appointed to administrative posts for a specific period, after which they are eligible to return to their regular faculty positions. None of the adjuncts at Daniel Matthew will be required to serve in any major administrative roles (unless such person elect).

Shared Governance

Daniel Matthew Colleges' Adjuncts support in the applicable governance shared duties of the core requirement of student's certifications or professional certificate programs. The support in program management and other activities related to the core mission of educating our members, students and others.

Teaching

The primary duty of adjuncts is teaching. This may include serving as graders, tutorial or discussion section leaders, laboratory assistants, tutors in writing or learning centers, or as course directors and upon the ecclesiastical order. As teachers, they may teach within a fixed syllabus or be responsible for developing it, selecting texts, and ordering books and course kits. Teaching includes not only classroom contact hours, but also grading, office hours, preparation and, increasingly, digitally mediated learning; which can encompass answering student e-mails, maintaining course websites, managing online discussions or teaching blended or electronically-delivered courses.

WELCOME TO DANIEL MATTHEW ECCLESIASTICAL COLLEGE