Montcalm Community College

Title: ***Arts & Humanities Faculty***	Department: ***Academic Affairs – General Education***
Employee Group: ***Faculty***	Employee Classification (if applicable): ***N/A***
Immediate Supervisor: ***Dean of Arts, Sciences, & K12 Partnerships***	Supervises: ***N/A***
Hours: ***Base load 30 contact hours per academic year (per contract)***	EX/NE: ***Exempt***

General Description: Montcalm Community College seeks faculty who strive for excellence, are committed to continuous student learning, and demonstrate passion and skill in effective teaching and learning facilitation. Such faculty are competent in their discipline and innovative in their approach to learning, and they are committed to personal growth and the on-going assessment and evaluation of their teaching. They demonstrate a commitment to the mission and philosophy of the community college, providing education and support to students, and to working effectively with diverse populations. They are committed to effective communication with others and fostering an atmosphere of collegiality. Finally, they demonstrate and promote high ethical standards and academic honesty.

Position Duties/Functions:

1. Teaching:
   - Develop course materials, syllabi, and assessments.
   - Teach students in assigned classes in accordance with course descriptions, learning outcomes, the course syllabus, and institutional policies and procedures.
   - Design and deliver effective classroom and online instruction to facilitate learning using the institutional LMS for all courses.
   - Evaluate student performance and provide feedback.
   - Maintain accurate records of student attendance and grades by the established deadlines using the college's platforms.
   - Regularly evaluate teaching methods and use data to continually improve instructional strategies.
   - Teach days, evenings, and/or weekend classes at one or more college locations, which may include high schools or correctional facilities as necessary.
   - Provide a workload schedule showing teaching and office hours.
2. Curriculum Development:
   - Collaborate with colleagues to develop and update curriculum.
   - Incorporating innovative teaching methods and technologies.
   - Ensuring that course content aligns with program and institutional goals.
3. Service and Committee Work:
   - Serve on departmental, college, and/or district committees.
   - Contributing to academic and administrative decisions.

- Attend scheduled discipline, department, and college meetings.
- Participate in required program reviews and the achievement of department goals.
- Participate in College activities including commencement, student organizations, and activities.

4. Professional Development:
   - Maintain knowledge and competence in the appropriate academic discipline or workforce field.
   - Pursue ongoing professional development and training.
   - Participate in one's own performance evaluation.
5. Mentoring:
   - Mentoring students and assisting with their educational goals.
   - Provide academic support and guidance to students.
   - Assist in mentoring part-time faculty.
6. Assessment & Program Improvement:
   - Participate in assessment activities at course, department, college, and district levels to assist students in achieving designated course objectives and learning outcomes.
   - Comply with all required college-level and program level accreditation standards.
   - Use assessment data to enhance teaching and learning.
   - Evaluate and assess student learning on a regular basis in all classes taught.
   - Ensure course and program assessment occurs and data are being used for quality improvement.
   - Participate in institutional assessment and quality improvement activities.
7. Other:
   - Work in a professional and collegial manner with faculty, staff, administration, students, and the community.
   - Perform assigned duties in a manner consistent with the standards, mission, goals, and vision of Montcalm Community College.
   - Maintain sensitivity to and possess an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds and abilities of community college students.
   - Comply with college policies and procedures.
   - Perform other duties and requirements as provided for in the Faculty Master Agreement.
   - Other duties as assigned.

Required Qualifications:

1. A graduate degree with at least 18 credit hours in Arts & Humanities related discipline. Applicants with an earned bachelor's degree who are working on a graduate degree may be considered. A graduate degree is required within five years of hire for tenure.
2. Must be willing and able to travel to local high schools and other off-campus locations to teach classes.
3. Demonstrated excellence in teaching preferred.
4. Demonstrated excellence in curriculum development and management, and in distance learning/online course development preferred.
5. Experience in distance learning/online course development preferred.
6. Experience with technology as a learning tool, both within and outside the classroom.
7. Demonstrated ability to communicate positively and productively with students, college personnel, and the general public.
8. Evidence of strong written and communication skills.

Benefits:

Comprehensive medical, dental and vision coverage, including a high-deductible health plan. Long-term disability coverage and group term life insurance are also included. Paid personal leave and sick leave are provided. Additionally, tuition-free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	**Commensurate with degree and experience as outlined in the Faculty Master Agreement.**
APPLICATION DEADLINE:	**June 23, 2026** **Applications received by this date will receive preferential consideration. However, the position will remain open, and applications will be reviewed until this role is filled.**
START DATE:	**August 1, 2026**
METHOD OF APPLICATION:	**Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts (if applicable), and three reference letters.**

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.