

JOB DESCRIPTION

- TITLE:** Faculty - Instructor, Assistant Professor, Associate Professor, Professor
- SUPERVISOR:** Academic Department Chair - Program/Discipline
- JOB OBJECTIVE:** To provide classroom/laboratory instruction in assigned program/discipline area.

ESSENTIAL JOB FUNCTIONS:

- A. Prepares for and teaches assigned classes and/or laboratories.
- B. Prepares and updates course outlines for assigned courses.
- C. Develops and teaches special courses for industry as required.
- D. Counsels and advises students concerning course work or overall educational program.
- E. Assists in inventory of departmental equipment.
- F. Assists in recruiting of new students and in the job placement of graduating students.
- G. If desired, assists in the organization and sponsorship of student organizations.
- H. Participates in program advisory committee activities.
- I. Serves on faculty and special committees as assigned.
- J. Becomes familiar with and complies with applicable provisions of the Faculty & Staff Handbook.
- K. Performs related duties as assigned.

MINIMUM JOB STANDARDS:

1. Program/discipline
 - A. Documented ability in instruction.
 - B. Evidence of good character, mature attitude and stable personality.
 - C. Professional faculty rank:
 - (1) Instructor
 - a. Academic Subject Areas

Master's degree with 18 graduate hours in the instructional discipline or related area required. College teaching or related experience preferred. This requirement includes instructional personnel in remedial and developmental studies.
 - b. Program Subject Areas

Bachelor's degree in the instructional discipline or related area **or** Master's degree with 18 graduate hours in the instructional discipline for accredited programs required. College teaching or related experience in the field preferred. Evidence of professional competency, such as certification, may be acceptable in lieu of the degree.
 - (2) Assistant Professor
 - a. Academic Subject Areas

Earned doctorate from an accredited institution in the instructional discipline or related area; or Master's degree in the instructional discipline or related area plus thirty semester hours (45 quarter hours) beyond the Master's in the instructional discipline or related area plus two years equivalent work experience credit; or Master's degree in the instructional discipline or related area plus four years equivalent work experience credit.
 - b. Program Subject Areas

Bachelor's degree and certification, where applicable, plus five years equivalent work experience credit.
 - (3) Associate Professor

a. Academic Subject Areas

Earned doctorate from an accredited institution in the instructional discipline or related area and five years college level instruction; or Master's degree in the instructional discipline or related area plus 30 semester hours (45 quarter hours) beyond the Master's in the instructional discipline or related area plus two years equivalent work experience credit and five years college level instruction; or Master's degree in the instructional discipline or related area plus four years equivalent work experience credit and five years college level instruction.

b. Program Subject Areas

Bachelor's degree and certification, where applicable, plus five years equivalent work experience credit and five years college level instruction.

(4) Professor

a. Both Academic and Program Subject Areas

Earned doctorate from an accredited institution in the instructional discipline or related area and ten years college level instruction.

Note: Exceptions to these minimum rank qualifications can be made by recommendation of the president and approved by the Tennessee Board of Regents.

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

CRITICAL SKILLS/EXPERTISE:

- Knowledge in the subject area taught
- Ability to teach effectively
- Ability to advise post-secondary students of all ages

NON-ESSENTIAL FUNCTIONS: None

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer