

FLORIDA GATEWAY COLLEGE

Instructor/Coordinator - Description of Duties

Instructor/Coordinators are full-time faculty with additional responsibilities that support a department or program. The Instructor/Coordinator performs these duties under a separate contract provided on a term basis (fall, spring, summer) at a rate set in the salary schedule. Faculty coordinator duties and terms vary by department/program due to the diversity of the needs of the college. The faculty coordinator can change from one term to the next at the discretion of the immediate supervisor in collaboration with the appropriate vice president. General duties are outlined below. More specific duties can be provided by the specific faculty coordinators.

1. Develop and maintain department/program schedule
2. Advise students related to program
3. Prepare and submit state reports
4. Prepare and submit accreditation reports
5. Attend state-related program meetings
6. Serve as contact for department adjunct application and liaison with Human Resources for hiring purposes
7. Provide syllabus/texts to adjuncts
8. Train adjuncts to program/department needs
9. Substitute as instructor when needed for courses qualified to teach
10. Identify replacement faculty, both adjunct and full-time, for courses in which faculty are absent for extended time periods
11. Other duties as assigned