

Job Description Form 2021

Job Code:

Job Title: Faculty Member/Academic Staff

Job Status: Part-time

Office:

Department/Faculty: Social Sciences/ Faculty of Arts

Supervisor:

Vision and Mission

Bethlehem University is a research-informed teaching institution that aims at serving the higher educational needs of the Palestinian people. Faculty members deliver high quality higher education, which forms the whole person, through academic programs, research, and community engagement. Faculty members foster a dynamic teaching and learning environment, wherein curricula are regularly evaluated and global best practices implemented to ensure pertinence and excellence.

Job Summary

Faculty members are subject experts who develop, produce, and deliver high quality teaching and learning. The primary responsibility of a part-time faculty member at the university is teaching. Research, scholarship and innovation, service to the university and the community are encouraged. Thus part-time faculty members contribute to achieving the Vision, Mission and Values of Bethlehem University.

Duties & Responsibilities

The following are the main duties of a part-time faculty member. However, each Department/Faculty may have other requirements and duties. Your Department Head/Dean will provide you with more responsibilities specific to the job.

Main routine duties of a Part-Time Faculty Member

- Teaching credit hours per semester as agreed upon.
- Follow the class schedule and timetable as prepared by the Registrar.
- Create and maintain accurate course outlines that incorporate the program's learning outcomes.
- Provide clear assessment criteria and grading that accurately reflect course content and its learning outcomes when evaluating students' performance.
- Keep regular office hours (faculty members are expected to be available to assist students during a period of time that is equal to half of their teaching load).
- Maintain high standards in classroom management, including recording student attendance, giving regular constructive feedback to students on their written and oral work, fostering appropriate student conduct in the classroom, and submitting grades on time.

- Supervise student theses, senior seminars, and internships, practicum, or professional training according to program requirements.
- In addition to all of the above, adhere to the Teaching and Learning Policy and the Assessment Policy of BU.

Periodic duties

- Proctor final exams.
- Attend and evaluate senior seminars and/or Master theses.

Services

Internal

- Serve, as the need arises, on University or Departmental curricular and co-curricular activities.

External (Community Engagement)

- Incorporate experience in community engagement into teaching and learning; research about and with the community in applicable courses.

Responsibilities

Professional Development

- Update teaching, informed by current scholarship and research in the field of specialization and/or the scholarship of teaching and learning.
- Adopt proven pedagogical techniques to help students attain the skills and competencies as stipulated in the program's learning outcomes and the Attributes of the Bethlehem University Graduates.
- Continue to develop professionally, especially, in the area of teaching and learning technologies, through attending on campus and off campus training opportunities and workshops.

Supervisory Role

None

Working Conditions:

- 1- Part-time faculty members are expected to be on campus for their scheduled class times and office hours.

Qualifications

Job Factors

- Excellent knowledge in the required teaching domain
- PHD degree in a related field could be considered

Performance Standards:

- Demonstrate integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstrate professional standards in appearance and actions.
- Dependability—is consistently at work and on time, accomplishes expected tasks in a timely manner.
- Follow-up on directives and guidelines as communicated by administration at all levels.
- Has excellent interpersonal and communication skills.
- Has a good command of English and Arabic Languages.

- Has a very good command of IT skills.
- Show respect, open to diversity, remain open to others' ideas, and exhibit willingness to try new things, and maintain confidentiality - Interpersonal skills.
- Demonstrate excellent organizational skills – demonstrate accuracy, attention to detail and thoroughness, and monitor own work to ensure quality.
- Is able to collaborate, share ideas, solve problems and resolve conflicts - Teamwork.
- Adhere to all Bethlehem University policies and procedures.
- Adhere to work ethics and contribute to a work environment that is conducive to productivity.

Special Employment Terms & Conditions:

Signature of Employee _____ **Date** _____

Signature of Supervisor _____ **Date** _____

Approval of the VP for HR _____ **Date** _____

This job description may be reviewed annually or as the need arises.