

## ASSOCIATE PROFESSOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Associate Dean, this position is responsible for instruction in a specialized field of education to prepare students for entry level employment or transfer to a four year college program. In addition to instruction, this position is responsible for the discipline and guidance of students in the department. This position may be designated the department chairperson. If so designated, the incumbent is granted release time from the classroom, i.e., teaches fewer courses per year, in order to have sufficient time to perform administrative duties of the particular department. These duties include planning of courses to be offered, evaluation of the curricula and instructors, both self evaluation and peer evaluation, and resource allocation, i.e., assisting in the formulation of department budget. This is the senior instructing position and differs from Assistant Professor primarily in the amount of teaching experience and the sharing of supervisory responsibility for the department administration. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts classes, in various settings, i.e., classrooms, lecture halls, laboratories in order to educate students in the principles and practices of the assigned subjects;

Advises departmental instructors on problems involving teaching, discipline and other matters related to their work to contribute to the effectiveness of the department;

Assists with planning and revision of curricula to ensure that content meets the needs of the student population;

Prepares and updates course outlines/syllabi to reflect necessary changes in course content;

Prepares and administers oral and written examinations to evaluate students' progress and achievement and to report appropriate grades;

Maintains attendance and progress records and advises and counsels students to improve academic performance and career path selection by meeting with students during non-class hours;

Assists in formulation of department budget to insure that adequate supplies are available to conduct instruction;

Reviews and selects textbooks that will facilitate instruction;

Reviews and selects library holdings so that they may represent an adequate source of information;

Participates on search and screen committees to assist in filling faculty vacancies;

EXAMPLES OF WORK: (Cont'd.)

Reviews instructional methods and teaching aids and incorporates new techniques to facilitate student learning;

Designs and develops new course offerings in the department to keep curricula current and to meet the changing needs of a diversified student population;

Participates in department meetings, faculty senate, and committees of department, division and college, which formulate policy at both the departmental and college-wide level, to contribute to the overall effective functioning of the college;

Conducts peer evaluation to assess on performance and to improve the teaching efficacy of colleagues;

Attends professional meetings, seminars, workshops and takes advanced courses in order to update and maintain subject specific expertise and to insure the continuance of personal and professional development.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of subject matter; thorough knowledge of educational techniques; ability to plan and present instructional material in a clear, logical and concise manner; familiarity with administrative detail; ability to maintain proper classroom atmosphere conducive to learning; ability to plan and evaluate the work of assigned personnel; good judgment; resourcefulness; integrity; cooperativeness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Graduation from a recognized college or university with a Bachelor's Degree\* and five years of appropriate experience, four years of which must have been in an instructional capacity and one year of which must have been in the specialized area; or (b) graduation from a recognized college or university with a Master's Degree\* and four years of experience, three years of which must have been in an instructional capacity and one year of which must have been in the specialized area; or (c) any equivalent combination of training and experience.

: Education beyond the secondary level must be from an institution recognized o\*SPECIAL NOTE r accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Unclassified†  
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Job Class Code: T0003  
Job Group: XIII