ADJUNCT CLINICAL LECTURER
JOB DESCRIPTION

Adjunct Clinical Lecturers are faculty whose primary responsibilities lie outside the University and who are appointed on a part-time basis. Appointments are on a term-by-term basis and without tenure. Adjunct Clinical Lecturers provide direct clinical teaching and supervision of students in Department programs. They possess a significant knowledge base in their specialty area, and bring a wealth of experience, as well as awareness of current practice issues and trends.

Job Responsibilities:

- Meet with the Director or representative and staff for orientation to UM-Flint, the School, Department and program.
- Become familiar with information in the Department Faculty and Student Handbooks, policies and expectations of adjunct faculty.
- Use university email regularly to maintain communication with department faculty and staff.
- Attend course planning and evaluation meetings to stay current with course changes.
- Attend adjunct faculty meetings to stay current with Department expectations.
- Notify Lead Faculty promptly of any safety concerns regarding student performance or other areas of concern regarding professional conduct.
- Adhere to Medication Preparation and Administration Policy.
- Follow all course/clinical policies & procedures.
- Develop and conduct clinical conferences appropriate for the clinical issues and population at the clinical site, when appropriate.
- Keep students aware of progress and send mid-term letters to students in jeopardy of failing the course/section. These will include the reasons for the present status (such as lack of success with specific objectives) and suggested ways to improve. Offer to meet with the student to discuss his/her status and plans for success.
- Provide available times (outside of class time) for meeting with students. Share times when available by phone for student questions.
- Complete student evaluations, the final grading process/procedure and submit grades in a timely manner.
- Provide feedback to students in a timely manner.
- Create an environment in which students are comfortable asking questions and seeking clarification.
- Direct questions/concerns regarding teaching or student issues promptly to the clinical Lead Faculty or to the Director/Assistant/Associate Director, if not a clinical course.
- Resolve grading issues with student(s); if not resolvable, seek assistance from Lead Faculty or (in case of non-clinical course) from the Assistant/Associate Director or Director. See Student Handbook for further information.
- Notify Lead Faculty promptly of any safety concerns regarding student performance or other areas of concern regarding professional conduct.
- Adhere to policy and procedures for the “Performance Improvement Plan” form when appropriate.
- Notify Lead Faculty/Director of any clinical site/system issues that may impede student success and patient, student or faculty safety. If immediate action is necessary, proceed with necessary action based on patient, student and faculty safety.
- Notify the appropriate personnel immediately of any safety or medication errors and follow appropriate procedures.
- Contribute to the development/revision of course syllabi and materials.
- Introduce new ideas/methods/goals to enhance course objectives.
- Maintain appropriate updates for RN license, CPR, Immunization, TB tests, Exposure Control.
- Engage in activities for continuing professional competency.
- Engage in self-evaluation including identifying strengths and weaknesses and goals for ensuing year.
Clinical Absence

When an adjunct faculty member plans to be absent on a clinical day, plans need to be made for appropriate coverage. The adjunct faculty should discuss the planned absence with the Lead Faculty as soon as possible. The preferred method for a planned absence is that adjunct faculty trade days with another adjunct faculty in order to provide student supervision consistent with the course expectations. If this is not possible, the Lead Faculty will determine an appropriate substitute, and standard compensation will be provided to the substitute. If an adjunct faculty has a planned extended vacation during a semester in which they are scheduled to teach, they should notify the Lead Faculty prior to the beginning of the semester as an adjustment may be made to the adjunct faculty members appointment/salary.

The above does not apply in illness or emergency situations.

Approved by Faculty Committee 5/12/04
Updated August 2015