

Part-time faculty are responsible to the Dean/Associate Dean of the appropriate department. Their duties are as follows:

1. Meet with and instruct assigned class(es) at all designated time(s) and place(s). Classes should be held for the duration of the time scheduled for each class meeting.
2. Make arrangements with Dean/Associate Dean and the class if meeting time or place is changed or canceled.
3. Submit a course syllabus following the syllabus template to the Dean/Associate Dean prior to the first class meeting.
4. Share syllabus/course outline with students the first week of class.
5. Maintain student attendance and academic records. Copies of records should be submitted to the Dean/Associate Dean at the end of the semester.
6. Submit classroom assessment report to the Dean/Associate Dean.
7. Other related instructional duties as requested by their supervisor.