

PROFESSIONAL DUTIES – PART-TIME INSTRUCTORS

The professional duties listed are those for which Part-time Faculty are assessed and compensated*. Department assignments may be more specific. These professional duties will be performed under the supervision of Management.

All Part-time Faculty shall perform their duties in a professional manner during the course of the academic year, including the following.

1. Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
2. Remain current in their respective fields. Part-time Faculty assigned to programs that train students for employment in fields which require certification or licensure shall possess certification or licensure which meets or exceeds that required for employment in the field.
3. Maintain College safety standards in their work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.)
4. Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work.

Part-time Instructors, consistent with the requirements and standards of the department and the qualifications of individual Instructors, are to perform the following professional duties.

1. Be responsible for guiding assigned students in meeting their respective educational goals, exercising professional judgment based upon adequate professional knowledge of the subject matter, needs of the individual students, teaching strategy, inter-personal relationships and teaching theory.
2. Instruct students, using approved course content and outcome guides developed by college-wide subject area Faculty.
3. Assess and grade student achievement of learning outcomes.
4. Use student feedback to improve teaching.

Part-time Instructors are not required to perform duties 1 and 2 below, and will only be compensated for performing these duties when authorized in writing by the Division Dean.

1. Revise/develop courses and curriculum. The development of new courses or the major revision of existing courses shall be in accordance with Article 6.24.
2. Provide registration, advising and guidance assistance to students.

In addition to their work related to the course(s) that they teach (i.e. preparation, teaching, assessing, reporting), Part-time Instructors are expected to do the following as part of their compensated duties:

1. Be available for a reasonable amount of student contact to respond to questions and to resolve problems related to the course through time spent before or after class or through telephone or e-mail exchanges or office hours where facilities and schedules permit.
2. Attend one staff meeting (approximately two hours or less) per term as directed by the College and when notified by the Division Dean. A staff development activity may be substituted for the required staff meeting with the approval of the Division Dean.
3. Be responsible for providing additional hours of course-related student conferences or tutoring over and above classroom instruction when courses are designated as requiring such. Conference hours for designated writing courses will be at least two hours in writing conferences and writing analysis for every three hours of lecture. The designation of writing courses and other courses requiring additional hours will be made by Management. Faculty shall be compensated for such additional hours at the tutor rate in Appendix C and are required to schedule and work those hours.