

# ADJUNCT FACULTY

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## Adjunct Faculty Job Responsibilities

Adjunct faculty members are also members of the professional cadre responsible for providing quality learning opportunities. Adjunct faculty members are temporary employees whose responsibilities are specified on the teaching agreement form issued for the semester or term employed. Adjunct faculty must abide by college rules and regulations and are responsible for the duties listed below.

## Adjunct Faculty Orientation

All new adjunct instructors are required to attend New Adjunct Faculty Orientation at the beginning of their first semester of teaching. In addition, new adjunct faculty must successfully complete Teaching with Blackboard, an asynchronous online course designed to model good course design and to provide training in GTC's learning management system in their first semester.

## Teaching

1. Preparation
  - a. Review and discuss the course student learning outcomes with the department head/chair and/or academic program director.
  - b. Review course texts and/or materials.
  - c. Request supplies and equipment necessary for instruction.
  - d. Prepare lessons, learning experiences, assignments, and assessments aligned with course objectives and student learning outcomes.
2. Management
  - a. Establish an environment conducive to learning.
    1. Learn students' names.
    2. Provide challenging experiences related to course objectives.
    3. Work with students in a consistent and equitable manner.
    4. Maintain physical arrangements in class/lab/clinic activities and discussions.
  - b. Maintain and encourage safe learning and working conditions.
  - c. Begin and end class on time.
  - d. Maintain records of grades, attendance, etc., according to state, college, and department regulations.
  - e. Submit final grade reports by the stated deadline each term.
  - f. Meet required deadlines with reasonable notification in advance, e.g., class rosters, etc.
  - g. Relay information to students as directed.
  - h. Refer students with needs outside of teaching and learning to the appropriate person for assistance.
3. Implementation
  - a. At the first class meeting, review and explain the course syllabus and course schedule/plan of instruction that includes:
    1. Course information
    2. Outline of topics
    3. Student learning outcomes
    4. Grading scale
    5. Detailed explanation of evaluation policies
    6. Expected student conduct
    7. Attendance policy
    8. Plan of instruction (unit objectives, where applicable)
    9. Course and instructor contacts
    10. Important dates
  - b. Present material at a pace that will facilitate student learning and will, at the same time, permit coverage of vital concepts.
  - c. Make suggestions for needed changes in course content.
  - d. Avoid inappropriate digressions.

- e. Convey the relationship of each instructional topic to the goals and objectives of the course, as well as the student learning outcomes.
- f. Adapt materials and methods to meet individual student needs when practical.
- g. Relate subject matter to related courses and real-life situations.
4. Personal Characteristics
  - a. Exhibit effective oral and written communication skills.
  - b. Maintain professional relationships with students.
  - c. Maintain professional relationships with colleagues.
  - d. Display patience and sound judgment based on facts.
  - e. Display initiative and resourcefulness.
  - f. Maintain appropriate attire and personal appearance.

## Absences of Adjunct Faculty

When adjunct faculty members are unable to teach their class(es), the following guidelines should be used:

1. All day and evening, adjunct faculty should call their department head/chair, academic program director, or designee as soon as they know they cannot meet the class.
2. Instructions for the class should be given so a substitute can cover the course.
3. If the department head/chair or academic program director is unavailable, relay information to the department administrative assistant.

If an adjunct faculty member cannot teach the class(es), payment for that time will not be made. The correction should be made on the next adjunct faculty curriculum pay form.