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Revision Responsibility: Vice President for Academic Affairs  
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: None

## **PURPOSE**

To establish requirements and expectations for part-time faculty.

## **POLICY**

- I. Part-time faculty are employed by the College on a temporary part-time basis to carry out instructional functions.
- II. All part-time faculty will meet the same requirements for academic and professional preparation as full-time faculty.
- III. Overall responsibility for part-time faculty orientation, supervision, and evaluation rests with the associate vice president for faculty, curriculum and programs.
- IV. Supervision of part-time faculty is the responsibility of the division dean who supervises the program area in which the part-time faculty member is teaching.
- V. Part-time faculty positions do not include employment benefits or assurance of subsequent employment.

## **PROCEDURES**

- I. In preparation for each semester, division deans will determine the need for part-time faculty and recommend employment after verifying the part-time faculty to be hired have the appropriate credentials and proficiencies.
- II. The division dean or designee will schedule a meeting to orient each new part-time faculty about college policies, procedures and expectations for each new part-time faculty member. Meetings with the new part-time faculty can be scheduled individually or as a group meeting.
- III. Each part-time faculty member will be evaluated as follows:
  - A. The student evaluation instrument used for full-time faculty will be administered each fall and spring. If the faculty member is teaching more than two classes, the student evaluation will be administered in at least two of the classes taught.



- B. The division dean or designee for each part-time faculty member will conduct at least one classroom observation of instruction during the first semester and discuss the results with the faculty member.
  
- C. Additional classroom observations may be scheduled as needed.

*Revised January 2019*