

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

1. Meet with class the first time it is scheduled at which time it will be determined if the enrollment warrants class continuation. (This does not apply if the college notifies the instructor of class cancellation prior to the first scheduled session.)
2. Meet with and instruct assigned class(es) at all designated time(s) and place(s).
3. Make arrangements with Dean/Associate dean and the class if meeting time or place is changed or canceled.
4. If a course outline is not provided by the Dean/Associate dean, submit to the Dean/Associate dean by the fourth week of class an outline of the course being taught.
5. Maintain student attendance records.
6. Submit attendance and grade records by deadlines as requested by the Admissions and Records Office.
7. Other related instructional duties as requested by their supervisor.