

## Adjunct Faculty/Instructor: Duties and Responsibilities

This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)

Each instructor is responsible to his/her Division Chair, Director, or Coordinator and then to the Vice-President of Instructional Services. The major duties and responsibilities are as follows:

1. Serve as content area expert and through appropriate pedagogical approaches, conduct safe, engaging, and effective learning activities which foster student achievement of the stated course, program, and institutional outcomes.
2. Prepare, organize and present instructional material at scheduled times and places in accordance with the College catalog descriptions, course syllabi and outlines, stated delivery mode (F2F, ITV, hybrid, online), and class schedule. All distance education courses shall adhere to the *Principles of Good Practice for Degree and Certificate Programs and Courses Offered through Distance Education*. See *Policy Manual*, EBA (Legal).
3. Maintain accurate records of student attendance, student progress, grade distributions, and equipment and supplies.
4. Develop appropriate course outline(s) using VC official format.
5. Actively participate in the application of institutional policies and processes, including roster certification, Early Alert submissions, grade submissions, and completion of ESCR.
6. Maintain discipline and order during instructional activities.
7. Participate in professional development activities, conferences, workshops, etc. which enhance subject matter expertise and professional growth, and improves instructional effectiveness.
8. Communicate through appropriate channels (Division Chair, Director, Coordinator, Vice-President of Instructional Services, and the President) in relating dissatisfaction or making positive suggestions.
9. Cooperate with other VC personnel in improving and promoting the image of the program and the College.

Along with these duties and responsibilities, the instructor has the authority to do the following (non-evaluation items):

- A. Suspend a student for one class period for disruptive behavior.
- B. Evaluate the progress and performance of the student and assign grades.
- C. Enforce the College's policies and procedures and the safety regulations of the discipline/program.
- D. Recommend a student for counseling.
- E. Initiate requisitions and work order requests.
- F. Suspend unsafe operations.

Revised: 05/19