

## Adjunct Faculty Job Description

The primary responsibility of an adjunct instructor is to teach and/or facilitate instruction/learning.

Southwest is committed to student success and expects the same commitment from all of its employees, including adjunct faculty. What follows is a list of behaviors and attitudes that are expectations for adjunct faculty in our employ:

1. Adjunct faculty, like all employees, must treat each student with dignity and respect and should expect the same from students.
2. Adjunct instructors are encouraged to participate in planned departmental or institutional orientation and faculty development activities as requested. They are also encouraged to participate in other professional activities according to interest and availability. To facilitate communication of professional development opportunities, faculty should check their email and mailbox regularly.
3. All classes will be met for the scheduled times, in the room assigned. Instructors should begin and end classes according to the scheduled time.
4. Each adjunct faculty member must provide a course syllabus to each student enrolled in his or her class. The syllabus should be distributed to students on the first day of class. Departmental syllabi are available for all courses and should be used. It is expected that the adjunct will follow the departmental syllabus. Additionally, a copy of the syllabus and any addendum to the syllabus distributed to students should be turned into the department secretary at the beginning of the semester.
5. An adjunct instructor should provide information that will allow the student to establish appropriate communication with him/her. Adjunct faculty should also plan to be available to students before and after class meetings and by appointment. Contact the Chair or Center Director for a place to meet by appointment.
6. Adjunct Faculty should become knowledgeable of the content of the Adjunct Faculty Handbook, the College Catalog, and the Student Handbook. They should be able to provide information, that allows students to avail themselves of various college services.
7. Instructors should model professionalism and appropriate academic conduct as the instructors can have a lasting impact on students who will soon be entering employment or four-year institutions of higher education.
8. If an instructor is prevented from meeting classes because of illness or an emergency, he/she is responsible for notifying the Department Chair and Site Director (if the class is taught at an off campus site). Contracts will be adjusted to reflect absences, and adjuncts should sign the adjusted contracts in the office of Academic Administration, located in Farris 2001. It is the Chair's responsibility to arrange coverage.
9. If an instructor must be absent for professional reasons, he/she is responsible for making arrangements for the class with the Department Chair.

10. Each instructor is responsible for keeping records of students' attendance and grades, for responding to attendance reports, determining students' midterm and final grades, and for submitting grades, online via the My.Southwest portal, to the Records Office on or before the specified date. Failure to submit LDAs in a timely manner may result in termination of employment. It is the responsibility of each faculty member to become familiar with the My.Southwest portal.
11. Faculty should inform students of their progress on a regular basis, and they should evaluate and return assignments to students within one week.
12. Grade books, or a copy of grade pages indicating how grades were determined, must be submitted to the Department Chair's office together with a copy of the grades as submitted in My.Southwest at the end of each term.
13. The instructor should retain students' tests and final exams for one year.
14. Faculty should report any loss or damage of equipment to the appropriate administrative office.
15. Any inquiries regarding compensation schedules should be directed to Ms. Alberta Williams in the office of Academic Administration (333-4145).
16. Any inquiries regarding policies, procedures, and operations at the college should be directed to the Department Chair. If a satisfactory response is not received at this level, the concern should be forwarded to the appropriate Dean of the college.
17. Each faculty member will have an active Southwest email account. Faculty are responsible for reading email on a regular basis as this is the means in which college information is communicated. They should also encourage students to access and read their Southwest email accounts.
18. All encounters at the college must be conducted in a professional and collegial manner. This is an expectation of students as well. Student misconduct should be referred to the Departmental Chairperson and to the Office of Student Activities immediately following the procedure outlined in the Student Handbook.
19. If a room change is desired, please contact your Department Chair for assistance. Classroom assignments should not be changed unless authorized.
20. Participation in emergency drills (tornado, active shooter, fire, etc.) is not optional. Please follow proper procedure when notified of an emergency-drill or otherwise.