

**Title** : **Guidelines for Temporary Part-Time Adjunct Instructional Faculty – Internal Funding Sources**

**Number** : **4010.02**

**Approved** : **05/11/23**

**Reference** :

### DUTIES

- I. Teach at least one (1) but not more than nine (9) classroom contact hours per week, as required by the official course outline(s) and/or College catalog, during any given semester. Assignments of more than nine (9) classroom contact hours per semester must be approved by the College President or personnel designated by the College President.
- II. Complete a proper and timely report on student evaluation (grading), student attendance, etc., as required by the designated administrator.
- III. With the approval of the designated College administrator, Temporary Part-Time Adjunct Faculty may voluntarily serve on College committees, as sponsors to clubs or organizations, either with or without remuneration.
- IV. Temporary Part-Time Adjunct Faculty shall attend certain staff meetings, orientation activities, and/or in-service education programs as directed by the College Administrator charged with their supervision. The following will not be required of Temporary Part-Time Adjunct Faculty:
  - A. To be on campus or at an off-campus center more than required for direct classroom instruction, except as specified in IV above,
  - B. Sponsor student clubs or organizations,
  - C. Maintain office hours,
  - D. Advise or counsel students except as directly pertaining to their own class(es), and
  - E. Serve on College committees.

### RATE, SCALE, AND CONTRACT DURATION

- I. For services rendered, Temporary Part-Time Adjunct Faculty shall be entitled to remuneration at the rate and scale approved by the District Governing Board.
- II. Temporary Part-Time Adjunct Faculty must complete and sign a mutually agreeable contract that does not exceed one full academic semester in length.

