

Adjunct Faculty Responsibilities

Course Creation and Presentation

Syllabi and project assignment explanation creation

Sponsored project coordination (if applicable)

Blackboard site design/upload

Texts/Materials ordered from Bookstore

Course presentation

Grading/grade dissemination

Facilities coordination (if applicable)

Department Service

Maintain office hours each week (required)

Participate in department meetings (optional)

Participate in curriculum planning (optional)

Assist in department exhibitions and reviews (optional)

Submit monthly report information (optional)

Maintain studio equipment and facilities (if applicable)

College Service (optional)

Participate in Faculty Assembly

Participate in recruitment activities

Participate in pedagogy workshops

Participate in SEO installation

Participate in College-wide assessment efforts

Participate in Strategic Planning activities