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

**Department Service**
- Participate in department meetings (optional)
- Participate in curriculum planning (optional)
- Assist in department exhibitions and reviews (optional)
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