

Adjunct 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 adjunct instructor is responsible to his/her Program discipline head and then to the appropriate instructional division chair and instructional dean.

The major duties and responsibilities are as follows:

1. Presenting prepared materials, supervising organized laboratory or shop activities, and recording student progress.
2. Organizing and presenting instructional material at scheduled times and places in accordance with the College Catalog descriptions, course syllabi and outlines, and class schedules.
3. Using the established syllabus and textbook for the course being taught.
4. Maintaining records of student attendance, student progress, and grade distributions.
5. Maintaining discipline and order during instructional activities.
6. Participating in normal program/discipline maintenance and administrative activities.
7. Communicating through appropriate channels (Program discipline head, appropriate instructional division chair and instructional dean).
8. Participating in special staff development activities for adjunct faculty.
9. Read the Employees Handbook and Instructor Orientation for the current year.
10. 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. Suspend unsafe operations.

E. Recommend a student for counseling.

11. Assume other responsibilities as assigned by the appropriate instructional administrator and the President.

Revised: 1/92, 12/98, 11/02

