

## **Title: Duties of Part-Time Teaching Faculty Procedure**

- **Initial Action:** 4/17/96
- **Board Resolution:** Not applicable
- **Last Revised**
  - **Policy:** Not applicable
  - **Procedure:** 5/3/23
- **Last Reviewed:** 5/3/23
- **Effective:** 2/24/2021
- **Next Review:** May 2026
- **Responsibility:** Academic Programs

### **PROCEDURE:**

Academic Senate and Faculty Affairs Committee will review and provide feedback on this procedure every year or as needed.

Faculty members shall:

1. Conduct assigned classes in accordance with the approved course syllabus and stipulations of the department.
2. Meet every scheduled class, including the final examination, for the full scheduled number of minutes. Any changes in the meeting place or time should be reported to the Academic Programs office and the Department Chair prior to the class meeting.
3. Faculty absence from class: Although instructors should make every effort to teach all assigned classes in a semester, in the event of absence for any reason, the instructor should contact the Academic Programs office, who will post signage if needed. Faculty are responsible for notifying classes of their absences and should notify their students through the LMS (Learning Management System). Instructors should also contact their department Chair or designee. If the faculty member is unable to notify their classes, they should let Academic Programs office and their department chair know, so plans to inform students can be developed.
  - For short-term absence, the instructor should arrange for alternate teaching strategies, such as utilizing the LMS, arranging on their own a temporary substitute, utilizing projects, special presentations, field trips, etc.

For long-term absence, as with prolonged illness, arrangements for a substitute should be made with the department Chair who will notify the CAO or designee. The CAO or designee will arrange payment for long-term substitutes.

4. Follow the requirements in “the Master Syllabi and Course Syllabi Policy and Procedures”. On the first day of class, provide each student with the Course Syllabus. Course Syllabi must be posted to the LMS prior to or on the day of the first class meeting.
5. Utilize the current College course management system. (See Learning Management System Policy.)
6. Ensure all course information is available to students no later than the start of the first class session via the College’s LMS.
7. Maintain attendance records, including the last day each student attended class. If a student does not pass a class, the last day attended, along with the final grade, must be recorded by the grade submission deadline, consistent with College procedures.
8. Establish, post and maintain office/conference hours according to the Faculty Office Hours Procedure document.
9. Assist students through informal academic advising appropriate to the department or division.
10. Adhere to copyright laws provided on the Library site for the college web portal.
11. Regularly and routinely check Cecil College email accounts and respond in a timely manner to emails, including those from the department chair, administrative staff and students. Cecil College email must be used for all email communication with students and any college business.
12. Participate in the first and second phases of Academic Monitoring. Faculty are strongly encouraged to participate in the third phase. Access can be found through the Academic Program page of the college web portal under the Faculty tab.
13. Administer a final examination or culminating activity during the regularly scheduled final exam period. (See Final Examination Policy.)
14. Submit any Incomplete Grade Contracts (see Incomplete Grade Contract Policy and Procedure) to the Academic Programs office.
15. Adhere to “End of Semester Checklist.” (See below)
16. Attend pre-semester faculty welcome, meet with department, and sign contract.
17. Participate in course assessment and program reports, as needed.  
Complete required professional development and mandatory training, as assigned, for faculty departmental and individual needs.

18. Support the mission, vision, and values of the College and the policies of the Board of Trustees.
19. Act in accordance with the letter and spirit of applicable laws, College policies, rules, and expectations, and the terms of the contract for the current academic year.
20. Adhere to additional duties as set forth in a part-time faculty member's contract and/or required by virtue of the faculty member's position at the College.

The most recent version of all policies and procedures referenced above, except as otherwise noted, can be found on the following college web portal path:  
[my.cecil.edu](http://my.cecil.edu)>Academics>Documents for Faculty.

## **End of Semester Check List**

- Submit grades on the college web portal along with date of last attendance or last day of active online work.
- Submit Incomplete Grade Contracts to Administrative Assistants of Academic Programs.
- Post grades on the Learning Management System and submit a copy of the gradebook with attendance and final exams to the Department Chair or Program Director.
- Return all media materials/books to the Library
- Return textbooks, manuals, instructor's or room keys to Department Chair or Program Director.