

## Part-time Faculty Expectations

Part-time instructors are expected to perform duties 1 - 19 as part of their compensated instructional load.

### **Instructional Duties:**

1. Effectively prepare, teach, grade, and assess student learning in courses assigned.
2. Advance the role and goals of Central New Mexico Community College.
3. Create and model a quality learning environment to support a diverse student population including students with disabilities or special learning needs.
4. Structure classes and curriculum to correspond with program and course outcomes.
5. Prepare, distribute and utilize instructional support materials, including course syllabi, supplementary materials, instructional media and other devices as appropriate.
6. Convene classes as scheduled.
7. Respond to student inquiries within 48 hours (business days, M-F).
8. Provide assistance to students outside the classroom through posted office hours.
9. Incorporate, as pedagogically appropriate, current technology in classroom, distance learning, and laboratory environments.
10. Maintain student records (e.g., grades, attendance) and provide documentation for incompletes within established College timelines.
11. Complete assigned duties, reports and other required documentation on time.
12. Attend in-service sessions, college/school/department meetings, graduation and convocation as required.
13. Utilize a variety of technology-based programs to access and input information related to student records and college/school/department processes (e.g., banner, MyCNM, grade books, etc).
14. Provide for the security of facilities, equipment, and instructional materials and maintain safe working conditions.
15. Abide by all college policies and regulations.
16. Assist students with registration, advising, and graduation processes.
17. Participate in the development and review of course and program outcomes.
18. Update and revise curriculum to maintain currency.
19. Instructors may be assigned other instructional responsibilities as determined by the dean.

### **Professional Development:**

20. Participate in professional development activities to maintain currency in field; maintain current credentials or licensures as required by program or accreditation.
21. Participate in professional development opportunities to advance teaching skills and strategies.
22. Participate in other appropriate development activities as may be determined by the dean.

### **College, School, Program/Discipline Service (Voluntary) includes the following:**

23. Participate in school and college activities (such as, but not limited to, developing new curriculum or student recruitment).

24. Collaborate with faculty and staff from other schools/departments to promote communication, coordinate schedules, and support student success.
25. Collaborate with high schools, universities, business and industry or external agencies as appropriate, and assist with program advisory committees as requested.
26. Support collegiality by actively participating in the professional development of new and veteran faculty (for example, mentoring, peer observations).
27. Serve on department, school, and college committees and task teams.
28. Participate in and assist with student activities and clubs.
29. Participate in other activities as appropriate and approved by the dean.