

**CHARACTERISTICS, DUTIES AND RESPONSIBILITIES OF
VIRGINIA WESTERN COMMUNITY COLLEGE
ADJUNCT FACULTY**

(Reference VCCS Policy Manual, Section 3.5, Faculty Responsibilities)

Adjunct faculty positions are appointed on a course-by-course, semester basis as needed. Responsibilities include teaching developmental and/or college-level courses, which may include distance-learning, on- and off-campus courses during the day and evening, on weekdays and weekends. Faculty are expected to maintain currency in their teaching disciplines and in trends in community college education. The purpose of the adjunct position is to provide quality learning opportunities that assist students in meeting their educational goals and career aspirations. Adjunct faculty report to the respective Dean or Program Head of the academic school in which they teach.

Category I: Instruction

1. Instructional

- a. Develop and present relevant course content for all courses as assigned.
- b. Utilize the course description set forth in the VCCS Master Course File and the Virginia Western Course Outline.
- c. Provide students and the school dean with a course syllabus for each course assigned. Students should receive the course syllabus on the first class meeting and the school dean should receive the course syllabus no later than the end of the first week of classes for the respective semester. All course syllabi are posted on the Learning Management System (LMS) prior to the beginning of classes.
- d. Stimulate learning by working closely with students in the classrooms, laboratories, individual conferences, and related activities to help them develop their individual interests to the fullest capacity and increase the likelihood of student success and retention.
- e. Utilize active learning methods and use a variety of instructional strategies to assist the learner in meeting the objectives of the course.
- f. Teach classes in such combinations of day, evening and weekend classes on-campus or off-campus as the needs of the college require.
- g. Follow the Chancellor's Directive regarding Affordable Care Act limits for part-time employees. Maintain a maximum teaching load across all Virginia Community Colleges of twelve credit hours per semester for fall and spring semesters and eight credit hours for summer semester. When also employed as a part-time wage employee, adhere to the work limits permissible in each position (i.e., wage hours and credit hours).
- h. Develop a LMS presence with required content for each course taught.
- i. Communicate with students in a timely and effective manner, utilizing various communications methods.

2. Instructional Support

- a. Adjunct faculty are required to provide Student Engagement Hours for a minimum of one hour per week for each course taught.
- b. Regularly assess instructional support materials, services and content of the particular curriculum and recommend improvements needed to maintain an up-to-date program of study.
- c. Complete and submit textbook orders to the program head or school dean in a timely manner.
- d. Promptly and accurately record and report students' grades in the Student Information System (SIS) by the date published in the Academic Calendar.

- e. Record attendance in required formats and tracking systems, including but not limited to PeopleSoft, early alert systems, and required roster.

Category II: Establish and maintain positive professional relationships with colleagues, supervisors, students and the community.

Category III: Adhere to the policies, procedures and regulations of the academic division, the college and the Virginia Community College System.

Category IV: Professional Development

1. Maintain a current competence in the particular discipline or teaching field of specialization.
2. Seek opportunities to enhance skills in the utilization of active learning methods and instructional strategies.
3. Participate in activities on scheduled professional development and in-service days to maintain knowledge of college operations, programs and budgeting.

Category V: Professional Behavior

1. Consistently demonstrate:
 - a. Motivation and productive work habits;
 - b. Commitment to excellence;
 - c. Commitment to the College's mission and core values;
 - d. Positive, cooperative and supportive attitude toward others;
 - e. Appropriate dress, grooming and hygiene;
 - f. Punctuality and consistent attendance;
 - g. Reliability when performing assigned tasks;
 - h. Avoidance of conflict of interest situations;
 - i. Adherence to professional conduct that recognizes the power differential between faculty and students.

Category VI: Faculty Rights

- Effective performance of duties and responsibilities allows adjunct faculty to be promoted through the ranks of Instructor, Assistant Professor, Associate Professor and Professor for which they meet the eligibility requirements and as recommended by the school dean.
- Faculty members are entitled to a periodic evaluation of performance using established standards and as scheduled by the respective academic school as described in the Adjunct Faculty Evaluation Plan (College Policy I-8).
- Adjunct faculty members have the right to equitable application of pertinent and relevant policies and procedures established by the VCCS and the college, as well as the right to settle disputes through the Faculty Grievance Procedure as outlined in VCCS Policy, Section 3.13 as the procedure applies to adjunct faculty positions.
- Faculty have the right to exercise their constitutional rights and academic freedom as set forth in the *Statement of Academic Freedom and Responsibility* as adopted by the State Board for Community Colleges.

December 6, 2010

Revised December 13, 2011

Revised March 14, 2018

Revised October 2, 2023