Review of Teaching Responsibilities for Madrid Campus Part-time Faculty

DRAFT: 8/19/2013

1. Compensation rates for part-time faculty are based on per-course salary as determined by their Chairperson or Associate Academic Dean in consultation with the Academic Dean. Part-time faculty must meet with the Director of Human Resources at least one week prior to the first day of the semester/summer session in which they are teaching to sign their contracts.

2. The following salary scale is for courses with fewer than 10 students:
   - 5 or more students: 100 percent of base salary
   - 4 students: 80 percent of base salary
   - 3 students: 60 percent of base salary

   NOTE: Courses/sections with fewer than five students may be cancelled. Please contact the Chair or Program Coordinator should this occur.

3. Full-time faculty are not compensated for individualized study arrangements (graduate readings courses, directed research, independent studies); part-time faculty, however, may be. The rate of compensation for part-time faculty is determined by their Chairperson or Associate Academic Dean in consultation with the Academic Dean.

4. All faculty are expected to be familiar with and follow the academic policies of the Madrid Campus, as outlined in the Academic Catalog. In addition, faculty responsibilities include:
   a. Submitting book orders a minimum of three months prior to the beginning of the semester in which they are teaching.
   b. Submitting course syllabi, following the Madrid Campus guidelines for syllabi, prior to the first day of classes. Syllabi should be submitted electronically to two persons: the Registrar and the Chairperson or Program Coordinator of the academic unit.
   c. Holding office hours: for part-time faculty, a minimum of 1 hour of availability per week for each three-credit course taught; during the summer, a minimum of 12 hours distributed over the course of the five-week summer session. These office hours should be stated clearly on the course syllabus.
   d. Reviewing course rosters in Banner throughout the add/drop period and reporting to the Registrar any discrepancies between the students listed on the course roster and those attending the class.
   e. Alerting the Office of Student Life if a student misses three consecutive classes or stops attending the class at any point during the semester.
   f. Allotting 15 minutes of class time for students to complete course evaluations.
   g. Scheduling the final exam (or final class meeting) during the time indicated in the Final Exam Schedule (and including the time and date on the syllabus).
   h. Submitting midterm and final grades by the dates indicated in the Academic Calendar. Faculty who award students X or I as the final grade must change the grade in Banner according to the deadlines outlined in the Academic Catalog.
   i. Attending meetings as convened and completing duties related to teaching as assigned by the Chairperson or Program Coordinator of the academic unit.