

Sinclair Community College
ADJUNCT FACULTY DUTIES AND RESPONSIBILITIES
STATEMENT OF ACKNOWLEDGEMENT

I have reviewed the policies and procedures in the *Adjunct Faculty Handbook* and agree to follow them, including the following:

Professional Development Expectations (*within the limits of the 12 payload hour maximum per term*)

- ▶ Complete a review of the [Adjunct Faculty Orientation Video Playlist](#)
- ▶ Complete the Adjunct Faculty Certification
- ▶ Complete basic eLEARN training

Course Expectations

- ▶ Follow curriculum guidelines for the course as set by the department.
- ▶ Incorporate a student-centered learning approach, rather than a purely lecture format.
- ▶ Return student work within two class periods and not to exceed one week.
- ▶ Utilize eLEARN in course sections including Sinclair/eLEARN email to correspond with students, as well as the syllabus and grade book functions.
- ▶ Follow Sinclair and department policies and incorporate the policies in syllabi.
- ▶ Follow Sinclair's Academic Calendar and hold all scheduled classes for entire semester.
- ▶ Conduct classes which begin and end promptly in accordance with the published time schedule.
- ▶ Be available to students to answer questions and provide assistance relative to course work.
- ▶ Submit grades according to the schedule established by the Registrar using Web Advisor.
- ▶ Distribute and submit student survey instruments.

Procedural Requirements

- ▶ Must review and follow the guidelines set forth in the Adjunct Faculty Handbook.
- ▶ Meet with department chairperson and/or full-time faculty members as required by the chair for the purpose of orientation and coordination of the instructional program.
- ▶ Cooperate with the department chair and full-time faculty members in maintenance of laboratory and other support facilities.
- ▶ Submit to the department chair reports normally associated with the operation of courses.
- ▶ Respond promptly to email from the chair, mentor and students.

I acknowledge having completely read and fully considered the above duties and responsibilities and agree to perform in accordance with them should I accept an instructional assignment at Sinclair Community College.

Failure to uphold these duties and responsibilities may result in termination.

Full Name (Printed)	Signature
Tartan ID	Current Address
Date	City, State, Zip