

# ADMINISTRATIVE MEMORANDUM

## OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

July 13, 2010

No. 5-2010

(Supersedes No. 6-2005 August 12, 2005)

### **PART-TIME FACULTY RESPONSIBILITIES**

Part-time faculty are an integral and important part of the educational process, bringing to the classroom both specific expertise and practical experience. As an essential element in the University's mission, the following responsibilities reside with members of the part-time faculty.

- A. EXPECTATIONS:** Part-time appointment to the Purdue University North Central faculty entails the acceptance of responsibility to the University for the activities relating to its Learning mission. All part-time faculty members are accountable for meeting the following responsibilities:
1. Meeting all scheduled class and examination periods, including scheduling appropriate make-up time for any class or examination periods that might be missed during the course of a given semester. If absence from class becomes necessary, the faculty member must notify the department chair at the earliest possible opportunity and, unless in extreme emergency, prior to the beginning of the class to be missed.
  2. All assigned courses are to be conducted in accordance with the catalogue description, the current course outline, and stipulations of the department chair.
  3. Federal regulations require that faculty maintain accurate attendance records. Faculty *must* report all students who miss more than three successive class sessions to the Student Success Center. Faculty teaching courses that meet only once each week should report absences for each class since each class constitutes one week of academic work.
  4. Availability on campus for interactions with students, which in general assumes at least thirty minutes before and after each class (or regularly scheduled office hours), and availability to students via telephone and/or e-mail.
  5. Participation in the student evaluation process in accordance with established policies and procedures.

6. In consultation with the appropriate department chair, provide to all students in each course taught, and to the appropriate department chair, a syllabus that complies with the guidelines for syllabi issued by the office of the Vice Chancellor for Academic Affairs. All syllabi should include at a minimum the professor's contact information, office hours, course outline, grading policy, absence policy and reading list.
  7. Submission of all grade reports, student absence from class reports or other required documentation within the established timelines. In particular, final grade reports must be submitted on time.
  8. Upon completion of teaching assignment, grading records, grade books, homework, attendance records and other class-related records must be submitted to the department chairperson. Final paychecks cannot be released until these materials have been submitted.
  9. Attendance at the mandatory part-time faculty orientation in August.
- B. EXAMINATIONS:** Course assignments must be planned so that no examinations or quizzes are given during the 15th week of classes. The only exceptions are laboratory examinations.



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