

12.99.99.C0.02 Responsibilities of Part-Time Faculty Members

Approved December 13, 1999

Revised January 22, 2016

Next Scheduled Review January 22, 2021



Procedure Statement

Texas A&M University-Corpus Christi is committed to excellence in instruction, research, scholarship and creative activity, service, a concern for students, and the integrity of the institution. As such all part-time faculty, as appropriate to the nature of appointment, are expected to meet certain expectations.

Reason for Procedure

This procedure outlines expectations for part-time faculty members.

Procedures and Responsibilities

1. GENERAL EXPECTATIONS

- 1.1. Engage in college and university activities in a collegial manner; that is, work cooperatively and professionally with colleagues and share in the responsibility of group endeavors that further the mission of the department, college, and university.
- 1.2. Maintain high ethical standards in all professional activities by practicing intellectual honesty and avoiding exploitation, harassment, or discriminatory treatment of students or colleagues.
- 1.3. Avoid creating the impression that they are speaking on behalf of the university, college, or their department when speaking or acting as a private person.
- 1.4. Take the initiative in promoting their own professional development as teachers, scholars, and public servants.
- 1.5. Complete all training required by the University and the Texas A&M System by the given date.

2. INSTRUCTION

- 2.1. Engage in teaching activity as required by college guidelines and in accordance with faculty appointment and discipline.
- 2.2. Develop student learning outcomes and course content in accordance with university catalog course description and in alignment with program learning outcomes.
- 2.3. Make known to students, in writing, the goals and requirements of each course, nature of the course content, student learning outcomes and their relationship to the program learning outcomes, and methods of evaluation to be employed.
- 2.4. Meet classes as scheduled, in accordance with the official university schedule and the official course designations for instructional method.
- 2.5. Report changes to the format of courses as prescribed by the college, as related to type of delivery/distance learning.
- 2.6. Be prepared to continue relevant teaching and learning activities in the event of a natural disaster or emergency.
- 2.7. Meet standards for classroom management by ordering books on time, reporting grades on time, and reporting attendance as required.
- 2.8. Meet requirements for program assessment and the Texas A&M System Common Learning Outcomes.
- 2.9. Instruct so as to meet course objectives and the student and program learning outcomes.
- 2.10. Participate in the university wide end-of-term student evaluation of courses.
- 2.11. Maintain competence in teaching fields.
- 2.12. Be professional in conduct in the classroom and show respect for students, student confidentiality (in compliance with FERPA guidelines), and diversity of opinions.
- 2.13. Be available to students for consultation on course work during regular or electronic office hours in accordance with college guidelines and policy.
- 2.14. Maintain current electronic Curriculum Vita through university approved system.
- 2.15. Adhere to college and department policies regarding course syllabi, outcomes, and content, including filing electronic course syllabi as required by the university.

- 2.16. Maintain current reports and documentation as required (e.g. outside employment, conflict of interest).
 3. RESEARCH AND SCHOLARLY/CREATIVE ACTIVITY
 - 3.1. Engage in research and scholarly/creative activity as required by college guidelines and in accordance with faculty appointment and discipline.
 - 3.2. Demonstrate sound and ethical oversight in the use of externally provided funds.
 - 3.3. Maintain awareness of and adhere to all university, system, and federal requirements related to ethics and compliance in research and scholarly/creative activities.
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Related Statutes, Policies, or Requirements

TAMU System Policy 12.01 Academic Freedom, Responsibility and Tenure
TAMUCC Procedure 33.99.03.C1.02 Performance Review of Faculty Members

Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs
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