SANTA BARBARA CITY COLLEGE
PROFESSIONAL JOB DESCRIPTIONS
FOR
ADJUNCT (HOURLY) INSTRUCTORS

ADJUNCT (HOURLY) FACULTY MEMBERS

All Adjunct (hourly) faculty members are responsible to their Department Chairperson for the timely performance of instructional and related professional responsibilities.

A. INSTRUCTIONAL RESPONSIBILITIES OF ADJUNCT FACULTY MEMBER

1. Gives instruction in assigned courses in accordance with the stated philosophy and objectives of Santa Barbara City College.

2. Gives instruction in classes according to the established and approved course outlines.

3. Acquaints all students with course requirements, evaluation procedures, field trip demands and attendance requirements during the first week of each semester.

4. Provides each student with an opportunity for individual evaluation of his or her progress prior to the drop deadline.

5. Maintains necessary attendance, scholastic and personnel records.

B. RELATED PROFESSIONAL RESPONSIBILITIES OF ALL FACULTY

1. Post and maintain adequate office hours for student consultation.

2. Arrange with the College nurse or an administrator for emergency first aid for accidents or "incidents" in the classroom or on campus (e.g., fainting or epileptic seizure) and follows established safety and emergency procedures.

3. Notify the Executive Vice President of Educational Programs not later than 7:45 a.m., if unable to be present for assigned classes. (The previous afternoon or evening is preferable.) Give directions for use by substitutes. Evening instructors should notify the Executive Vice President of Educational Programs in case of absence not later than four hours before class is scheduled to meet.

4. May share in co-curricular program by supporting student activities through attendance and through service as a sponsor or advisor.

5. Submit requests for maintenance and custodial services to the Business Office - not to the custodian.

6. Turn in all required grade, eligibility and other reports to the designated office by the time stated in accordance with standardized directions for record keeping.

7. Teach classes only on campus in assigned room unless specific alternate arrangements have been approved by the area dean.
8. Make all requests for field trips through the area dean. If students have to be excused from classes other than the one for which the trip is planned, a list of students with the hours of classes from which they are to be excused must be submitted to the area dean at least one week before the date of the trip.

9. Advise students.
   a. Assist students with study problems.
   b. Refer students to appropriate college sources for information or further counseling.
   c. Assist students to evaluate their potentialities for successful achievement in the instructor’s subject field.
   d. Provide information concerning vocational opportunities in the instructor’s field.
   e. Provide full information regarding content of courses.
   f. Provide information regarding post-community college educational and training opportunities and demands in the teacher’s field.
   g. Communicate EARLY with the Vice President, Student Services and Activities, or Head Counselor concerning any student the instructor feels needs further follow-up.

C. STATUS OF EMPLOYMENT

1. Adjunct positions are not considered probationary or permanent positions with the District. Tenure is not earned for hourly employment.

2. Adjunct instructors do not participate in the State Teachers Retirement System (STRS) unless (1) they elect membership or (2) work 60 hours or more in a pay period (mandatory).

3. Adjunct instructors are not authorized to work over 60% (9 TLU’s) including Adult Education assignments. Adjunct instructors who also teach in the Adult Education program must inform their area deans before accepting employment in credit program.

4. Please review your salary step placement carefully as proper salary placement is a joint responsibility of you and the District. If you feel that your salary step placement may be incorrect, contact the Human Resources Office immediately.

5. Flex Day: Each year the college plans a series of campus-wide and departmental flex day workshops. Participation in flex activities is required of all full-time and adjunct faculty members. Hourly adjunct instructors teaching semester length courses are obligated to participate in flex day activities equal to the number of hours taught per week. For example, if during a regular week of the semester you are teaching three (3) hours lecture and three (3) hours laboratory, you are obligated to participate in six (6) hours of flex week activities. Any exceptions to this will be determined by the Executive Vice President of Educational Programs or designee. Your department chair or dean will inform you of the planned flex day activities.