

# AP 20: Part-Time Instructor Work Expectations

## 20.1 Responsibilities

Part-time instructional faculty responsibilities include:

1. Reporting to appropriate dean/department chair/program director.
2. Collaborating with other instructors teaching the same course to maintain consistency, as needed.
3. Completing required trainings.
4. Teaching assigned courses according to key expectations:
  - a. Developing or contributing to course syllabi using school-approved template and distribute to students and department chair or dean prior to start of class.
  - b. Instructing assigned courses according to the modality, time, and location published in the class schedule.
  - c. Conducting course according to the schedule and policies outlined in the course syllabus.
  - d. Responding to the needs of student learners by providing high-quality education.
  - e. Selecting textbook and other resources for course, if not assigned by the school/department.
  - f. Implementing all disability accommodations approved by the Disability Resource Center (DRC).
  - g. Assessing student learning and post grades in Canvas within the time frame listed in the syllabus (typically 7-10 calendar days).
  - h. Scheduling and hosting one hour of weekly student support office hours (designated as in-person or online) per course taught.
  - i. Identifying supplies, equipment, and other necessary instructional resources and requesting them through the appropriate supervisor or administrative assistant.
  - j. Following institutional guidelines for course development within the learning management system (Canvas).
  - k. Submitting attendance verification information and final grades through the Faculty Center by established deadlines for the term.
5. Being available to students, staff, and supervisors:
  - a. Responding to NS emails sent within Canvas or through NSU email from supervisor and administrative staff within 48 hours during the contract period, and to students within 24 hours (excluding holidays and weekends).
  - b. Providing updated contact information to the department/school each term.

- c. Notifying dean/department chair/program director of course absences due to emergencies or illness and work with them on plans for alternate assignments or faculty substitutions.
6. Adhering to all NSU, school, and course policies.

## 20.2 Related Information

### 20.2.1 Revision History

- Approved by Dr. Raul Tapia, 11/14/2025; Deans Council, 11/21/2025; Ms. Berna Rhodes-Ford, General Counsel, 12/29/2025; Dr. El Hachemi Bouali, Faculty Senate Chair, 12/29/2025; Interim Provost Gwen Sharp, 12/29/2025; and Acting President Amber Lopez Lasater, 1/08/2026.