PART-TIME FACULTY

Part-time instructors whose teaching responsibilities are less than 80% of a full load (<12 semester hours per semester) are not required to participate in college functions beyond the normal sphere of classroom duties, i.e. regular and punctual attendance, adequate preparation, evaluation each semester, etc. It is expected that part-time faculty will familiarize themselves with TC policies as outlined in the Personnel Handbook, through administrative and departmental communiqués, and will then follow the recommended and prescribed practices of the College.

Instructors whose teaching responsibilities equal 80% or more of a full load are expected to attend meetings as called by the administration, assist with registration when assigned, maintain office hours in direct proportion to their teaching load, and participate in the annual commencement program.