

6. Funds may be used to develop skills beyond the disciplinary area such as: student retention, addressing the needs of a diverse student population, delivering instruction through distance learning, designing and assessing instruction.
7. The following guidelines will be used for faculty development requests/support:
 - a. Professional travel relevant to credentialed teaching area(s)
 - b. Reimbursement for coursework
 - c. Academic tuition and fees which contribute directly to field and content of course
8. Course requirements and successful course completion must be verified prior to reimbursement.
9. Funding for professional memberships in organizations may be provided per fiscal year depending upon budgets. Requests should be submitted as part of the annual planning process and included in the employee performance evaluation document.
10. Materials needed for curriculum development for specific courses or research within the faculty member's field. These materials will become permanent property of the department.

3. ACTIVITIES and RESPONSIBILITIES of PART-TIME FACULTY (ADJUNCT)

1. Part-time faculty members are hired to teach one or more courses. They are required to meet with their classes during prearranged times and attend meetings with the Academic Leadership as scheduled.
2. Adjunct faculty activities are coordinated and evaluated by the office of the Dean of Academic Affairs. Part-time faculty members are on contract in accordance with the number of credits taught.-Adjunct faculty should meet regularly with their Adjunct Mentor in consultation with the Division Chair.
3. Adjunct faculty are contracted up to three (3) courses or approximately nine (9-11) credit hours per semester or term.
4. Adjunct faculty are not eligible for benefits.
5. Adjunct faculty members are required to provide time for student consultation and required to post a schedule of such availability. One hour per week per course is considered the minimum.

4. COLLEGE ASSIGNMENTS

4.1 COMMITTEE WORK/LOAD

Participation on college committees is expected of faculty as part of their service. Effective committee work is integral to college growth and performance. The Dean of Academic Affairs meets with faculty at the beginning of the academic year to discuss which committees are of interest and appropriate for each faculty member. Committee assignments that require appointments are determined at the beginning of each academic year or as soon as possible after a vacancy occurs. Administration is expected to adjust workloads in other areas in order to ensure that instruction and advising are given priority. Faculty Senate Officers may count their service on Faculty Senate as a committee appointment. Please refer to the Employee Handbook