**EXPECTATIONS FOR PART-TIME LECTURERS**

1. Part-time lecturers are hired on a semester by semester basis.
2. Prepare the document shell on BlackBoard for each course they will teach
3. Consult with course leaders to obtain most current syllabus and revise with their information
4. Make sure key assessments are listed as part of syllabus, if applicable
5. Be on time and prepared to teach for each class period.
6. Evaluate and provide feedback to students about assignments and content
7. Provide communication with students through emails or other means
8. Ensure that on Record Date or 12th class day, report absences of students in course; validate student attendance
9. Submit End of Semester grades for each student by designated deadlines.
10. Attend adjunct meetings at least once a semester, if applicable
11. Make sure to abide by Texas Professional Code of Ethics

[Code of Ethics Rule §247.2](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=1)

Enforceable Standards:

a.) Professional Ethical Conduct, Practices and Performance standards 1.1-1.13.

b.) Ethical Conduct Toward Professional Colleagues, 2.1-2.8

c.) Ethical Conduct Toward Students 3.1-3.9