

# Adjunct Instructor Responsibilities

Course Creation and Presentation	Department Service	College Service (optional)
Syllabi and project assignment explanation creation	Maintain office hours each week (by appointment, remote or in-person)	Participate in Faculty Assembly
Sponsored project coordination (if applicable)	Participate in department meetings (optional)	Participate in recruitment activities
Utilization of LMS organization and content	Participate in curriculum planning (optional)	Participate in pedagogy workshops
Texts/Materials ordering from Bookstore	Assist in department exhibitions and reviews (optional)	Participate in annual Student Exhibition installation
Course presentation	Submit monthly report information (optional)	Participate in College-wide assessment efforts
Grading/grade dissemination	Maintain studio equipment and facilities (if applicable)	Participate in Strategic Planning activities
Facilities coordination (if applicable)	Participate in student review week (optional)	
Work with Library on course reserve materials (as applicable)	Provide and update professional profile information for CCS website	