

Part-Time Faculty Curriculum & Assessment Work

1. Department chairs will provide the name and discipline code for part-time faculty who will be completing work to the Director of Curriculum & Assessment. The director will contact the part-time faculty member to arrange a training session. Part-time faculty will be compensated for attending training and all work at the part-time faculty non-teaching hourly rate.
2. A list of part-time faculty working on C & A will be shared with the WCCEA from the VPI's office.
3. Once the part-time faculty member has been trained, the director will let the chair know and they can work with the part-time faculty member and pair them with a full-time faculty member who will be overseeing their work. That full-time faculty member may be the department chair or another faculty member.
4. The full-time faculty member will copy the course or start the assessment report that will be worked on. When they make the part-time faculty member a "co-contributor" the part-timer will have access to work on updating CurricUNET with the syllabus information or the assessment report.
5. Once the part-time faculty member has completed their work, they will inform their full-time partner. The full-time faculty member will be responsible for reviewing the syllabus or assessment report and making any necessary changes.
6. The full-time faculty member will "SUBMIT" the course or report. The department chair will be informed and the course or report will move through the normal approval process.
7. Part-time faculty will report their hours to the Dean.
8. Once the course or assessment report has been received and is determined to be ready for review by the Curriculum & Assessment Committees, the Office of Curriculum & Assessment will inform the Dean (with a copy to the Department Chair) that the part-time faculty payment can be processed.

Not all curriculum work will have the same level of complexity or take the same amount of time. Here are some estimates:

Master Syllabi:

- A regular master syllabus update or 3-year review of a course that is reasonably current will probably take approximately 2 - 3 hours.
- A 3-year update for a course that is extremely out of date may take 3 – 4 hours.
- A 3-year update for a course that is missing student learning outcomes or course objectives or that has undergone significant change may take 5 – 6 hours.
- Other syllabi can be reviewed on an individual basis.

Assessment Reports:

- An assessment report for up to 30 students that is assessed using an answer key will probably take approximately 3 – 4 hours.
- An assessment report for up to 30 students that is assessed using a rubric that requires a review of individual student products (such as essays, art work, computer programs) varies but will probably fall in the 5 – 7 hour range.
- An assessment report for more than 30 students in multiple sections that is assessed using an answer key should take approximately 4 – 6 hours.
- Assessment reports for more than 30 students that is assessed using a rubric that requires a review of individual student products (such as essays, art work, computer programs) varies but will probably fall in the 6 – 8 hour or more range.
- Other assessment reports can be reviewed on an individual basis.