Role of the Part Time Faculty Member On Site

The role of the part time faculty member on site encompasses many varied responsibilities clustered under a series of areas. The examples are not intended to be all inclusive but rather illustrative of the multifaceted parts of the overall role.

The role as outlined here requires that the part time faculty member be contracted for a specific course, have content expertise in that course and that the part time faculty member possesses a graduate degree. Having a graduate degree in Nursing is strongly preferred and for some classes required. The role also requires a basic technical proficiency in the use of the Web and Web-based courses or a willingness to learn enough to become proficient. Prior teaching experience is preferred.

Examples of Role Responsibilities:

I. Evaluative Role
   a. Grade all assignments against evaluative criteria included in the syllabus
   b. Evaluate the presence or absence of a student’s participation and the quality of the participation in off camera learning activities
   c. Review case studies and other assignments based upon evaluative criteria included in the syllabus
   d. Suggest evaluative criteria, activities to the lead instructor for inclusion in the course
   e. Submit all assignment and final grades to the students in accordance with the timeliness set out in the syllabus and in University Policies and Procedures

II. Instructional Role
   a. Serve as a guest lecturer on a topic of their expertise in consultation with the lead faculty
   b. Be prepared to act as a backup instructor for a portion/all of a session in which technical difficulties prevent the lead instructor from delivering the content personally
   c. Provide individualized assistance to a student who is having difficulty in grasping the content, assignments of the course
   d. Suggest activities/assignments/articles/websites/book chapters to the lead instructor to consider for inclusion in the course and/or to students as supplemental information to be utilized in course assignments, clinical applications
   e. Assist students in learning experiences
III. Facilitative Role
   a. Facilitate on-site discussion assignments using the course syllabus in consultation with the lead faculty
   b. Assist students in refining their application of course concepts to their daily practice situations and/or to real world situations that may be outside the realm of the student’s current experience

IV. Administrative Role
   a. Assist students in accessing University forms, policies & procedures as needed
   b. Direct students to the appropriate University based resource for resolution of their questions
   c. Obtain information regarding academic policies and procedures from University sources and apply them consistently with on site students
   d. Inform and enforce any distance-site related to use of their facilities

V. Logistical Role
   a. Orient students to the facility where the class will be held inclusive of technology, rest rooms, food and other facilities
   b. Assist students in resolving any problems they may encounter in accessing books, syllabi or other materials required for the class

VI. Technical Role
   a. In conjunction with the local staff, assure that all technical facilities and class components are operational prior to the beginning of each class session
   b. Be physically present in the classroom at least on half hour prior to the start of each class session. Train a student in the class to act as a technical backup support in case of the emergency absence of the adjunct educator
   c. Report all technical difficulties with equipment to the appropriate technical staff and to the CSUF Nursing Distance Education Office
   d. Troubleshoot any equipment problems per the concurrent instructions being received and per the prior orientation by the technical staff
   e. Assist students in troubleshooting technical problems experienced with their computers, accessing course materials on the web and/or direct them to someone who can assist them.