

Course Assessment and Updating Course Outlines Process

January 2018

Adjunct Instructors are paid for conducting a course assessment and/or updating a course outline.

1. The course should be one where only an adjunct is able to teach.
2. The course assessment is sent to the Department Chair and the chair uploads it to the PRST. Department Chair communicates to the Office of Instruction the course assessment completion.
3. The updated course outline is submitted to the Department Chair. Upon review, the electronic version is emailed to the Office of Instruction.
4. The adjunct instructor submits a timecard (Faculty Variable Service Report-Counseling/Other Academic Service, time card #7129) to the Office of Instruction

Three hours are allotted per course assessment and three hours are allotted per course outline update.

5. Upon approval of the revised course outline by the Curriculum Committee, the timecard(s) will be processed for payment.
 - a) The "other Academic Service" box should be checked, and the course should be listed on the timecard and reflect "course assessment" or "COOR update." (i.e. SIGN-050 Course Assessment)
 - b) Position number is L-1193-N4.
 - c) Three hours are allotted per course assessment and three hours are allotted per course outline update.
6. The time card is submitted to the Dean for signature.
7. The time card is given to Shondra West for recording/tracking purposes. Shondra will forward the timecard to the **Office of Planning & Institutional Effectiveness** for Senior Dean initials and processing.