

Part-time Associate – Role Overview

An Associate is a faculty line that supports the course Lecturer, assisting with course facilitation and instruction. Associates typically serve in course sections that have at least thirty enrolled students (see Associate-Student Ratio Policy [here](#)) and require content-specific expertise in the subject area. Serving as an Associate is an excellent opportunity to bolster teaching skills while building a relationship with Columbia University. Although Associates report directly to the Academic Director of the program, their responsibilities are delegated by the course Lecturer. Associates serve as facilitators and, when requested by Lecturers, are expected to:

- Provide support to the Lecturer of the course.
- Assist with ensuring academic quality and academic integrity.
- Contribute subject matter expertise and lead breakout sessions.



Associate Workload Policy

In accordance with Columbia University policy, part-time faculty are not permitted to teach more than three courses per fiscal year (July 1 - June 30), with no more than two in any term. This includes appointments both within SPS and at other schools at Columbia University. Current Columbia University Officers of Administration or Research are limited to teach no more than 2 courses per year, with no more than one in a given semester. If you hold a current Columbia appointment, please review the full list of appointment rules [here](#).

Expectations of Associates

Part-time Associates generally work 7-10 hours/week (per course), and may be asked by the Lecturer to assist with the following responsibilities:

- Attend all class sessions, assist with teaching, and lead breakout sessions. In the event of unavoidable absence due to emergencies, religious holidays, or other scheduling conflicts, the Associate must notify the Lecturer of the course and the Academic Director of the program as soon as possible.
- Facilitate classroom discussions and/or assist with the management of the online discussion boards.
- Evaluate student work and grade assignments.
- Monitor student concerns and inquiries and be a point of contact for student questions. Associates may be asked to conduct weekly office hours (see Office Hour policy [here](#)).
- Meet with the course Lecturer prior to the first class session of the semester to review the course structure and content, and discuss expectations and responsibilities. Weekly meetings (or daily for block-week courses) are required in advance of each class session. Topics may include course content, assignments, and course policies.
- Associates working within a Course Faculty Team are expected to participate in a one-hour weekly meeting to ensure consistency across all course sections. (see [Lead Faculty Overview](#))
- Associates may be asked to participate in an end-of-semester debrief meeting to provide feedback on what worked well and changes to consider for the next semester.
- Part-time Associates who are new to SPS must complete Canvas training (online learning management system)
- Part-time Associates who are teaching an online section of a course must complete Adobe Connect training with the Online Support team.
- Part-time Associates are encouraged to complete the Faculty Development Workshops on teaching effectiveness and other topics (see schedule [here](#)).

For any questions or concerns about your classroom experience, please visit our [Faculty Onboarding page](#) for policies and procedures.