

## Part-time Lecturer – Role Overview

**Lecturers** are the primary instructors for courses and an invaluable component of the faculty community at the School of Professional Studies (SPS). SPS operates under a scholar-practitioner faculty model, which enables students to learn from both research-focused full-time faculty as well as from executive and industry experts who are successful practitioners. Throughout the semester, Part-time Lecturers are expected to:

- Lead class lectures and breakout sessions.
- Ensure academic quality and academic integrity.
- Provide subject matter expertise.



### Faculty 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 Part-time Lecturers

Part-time Lecturers generally work 7-10 hours/week (per course), with the following expectations:

- Lead all class sessions and breakout sessions.
  - In the event of unavoidable absence due to emergencies, religious holidays, or other scheduling conflicts, the Part-time Lecturer must notify the program's Academic Director and Faculty Affairs as soon as possible. Lecturers who are part of a Course Faculty Team, are also required to notify the course Lead Faculty (see [Lead Faculty Overview](#)).
- Evaluate student work and grade assignments.
- Monitor student concerns and inquiries, and be the first point of contact for student questions.
- Hold weekly office hours (see Office Hour policy [here](#)).
- Part-time Lecturers working within a Course Faculty Team are expected to participate in a one-hour weekly meeting to ensure consistency across all course sections. Part-time Lecturers may be asked to participate in an end-of-semester debrief meeting.
- Part-time Lecturers who are new to SPS must complete Canvas training (online learning management system)
- Part-time Lecturers who are teaching an online section of a course must complete Adobe Connect training with the Online Support team.
- Part-time Lecturers are encouraged to complete the Faculty Development Workshops on teaching effectiveness and other topics (see schedule [here](#)).

If a Lecturer's course section has been assigned an Associate, the following expectations also apply:

- Prior to the first class session of the semester, meet with the assigned Associate to review the course structure and content, and discuss expectations and responsibilities. Meetings may be held virtually.
- Conduct weekly meetings (or daily for block-week courses) with the Associate in advance of each class session. Topics may include course content, assignments, and course policies. (see [Associate Overview](#)).
- Lecturers may ask the Associate to assist with:
  - Leading breakout sessions
  - Facilitating classroom discussions and managing the online discussion boards
  - Holding weekly office hours
  - Evaluating student work and grading assignments
    - If this item is delegated, the Part-time Lecturer is responsible for reviewing grades and confirming accuracy prior to grades being posted and viewed by students.
  - Monitoring student concerns and inquiries and be the first point of contact for student questions

- Please Note: Part-time Lecturers do not have the authority to hire and/or terminate Associates. The Academic Director and Faculty Affairs hold this authority, and should be consulted if any performance issues arise.

### **Suggested Practices**

- All Part-time Lecturers should set clear expectations for students at beginning of the semester regarding reading, absences, use of technology in the classroom, grading, etc.
- Part-time Lecturers may be asked to participate in orientations and info sessions where the program is discussing curriculum.
- Part-time Lecturers should complete the online faculty workshop on Intercultural Pedagogy, or have a detailed discussion on how to adjust classroom pedagogy for international students, especially from cultures that have different expectations around authority and participation in the classroom.

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