

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.2.3.1  
Related Policy: 8.2.3  
Title: Supervision of Adjunct Faculty  
Responsibility: Executive Vice President for Academics

Original Approval Date: 04-24-1996  
Last Cabinet Review: 10-14-2020  
Last Revision: 10-14-2020

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President

Department Chairs (or other Academic leadership as approved by Dean) are responsible for the supervision of adjunct faculty including conducting a classroom visitation for observation and student evaluations on all adjunct faculty at least once a semester, in accordance with Horry-Georgetown Technical College (HGTC) Procedure 8.2.2.1. Department Chairs or designee must ensure that the adjunct faculty member has:

1. An instructional package;
2. A course textbook (if required); and
3. A class roster

Chairs or designee should ensure adjunct faculty are made aware of and attend the adjunct faculty training session conducted by the college each semester.

The orientation for adjunct faculty should include, but not limited to, the following:

1. An introduction to the Adjunct Faculty Handbook;
2. A Student Services update including student activities, counseling services, and the early warning program;
3. Student attendance and withdrawal policies;
4. Attendance Verification;

5. Family Education Rights and Privacy Act (FERPA);
6. Adjunct faculty attendance requirements and notification of absence;
7. Mailboxes;
8. Annotated roster;
9. Available resources in the Learning Resource Center (library) including audiovisual aides;
10. Examinations;
11. Print services;
12. Teaching methods and techniques;
13. Title IX;
14. Payroll procedures, and
15. Technology training to include the College's Learning Management Services.