

SPS Part-time Lecturer 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 policies, SPS does not permit part-time faculty 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. If you are a current Columbia Officer of Administration or Research you are limited to teach no more than 2 courses per year, with no more than one in a given semester.

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 Academic Director of the program and Faculty Affairs as soon as possible. If you are part of a Course Faculty Team, you are also required to notify your 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 has 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 & 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](#)).
- You can ask the Associate to assist you 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.