

Title: #IV-13E. Instructional Specialist Roles and Responsibilities

Date: March 31, 2023 (replaces version February 2, 2011)

Definition of Instructional Specialist

As defined in WV CTC Procedural Rule [§135-9-3](#) Instructional Specialists are faculty members who have been appointed minimally on a nine-month or 12-month basis and an hourly workload. The appointment is for a specified term and not to exceed three years. The Instructional Specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, Instructional Specialists will have responsibilities for various academic support activities.

General Duties

- Works a 37.5 hour work week with hours determined by the division dean;
- Prepares for and teaches courses as assigned by the division dean;
- Teaches courses for both academic and workforce programs;
- May teach up to 21 credit hours per semester or the equivalent contact hour conversion;
- May not serve on more than one committee per academic year without prior approval;
- Completes an annual report that focuses solely on teaching and training activities;
- Posts and maintains a minimum of five office hours per week as approved by division dean;
- Engages in professional development that directly supports the teaching/training activities;
- Demonstrates and protects efficient and proper use of College resources;
- Complies with official reports, requirements and deadlines established by the College;
 - Maintains accurate records of student attendance and performance in classes.
 - Turns in rosters and grades by published deadlines.
 - Completes program and curriculum reports.
- Establishes and maintains appropriate working relationships with members of the College community;

- Participates in activities that promote student success as part of the assigned instructional teaching/training responsibilities such as:
 - Advising
 - Registration
 - Tutoring
 - Mentoring
 - Career guidance
 - Commencement and Convocation
 - Other college-sponsored activities.
- Develops, maintains and updates syllabi for all courses included in the teaching assignments.
- Contributes to the processes of the division through:
 - Strategic planning
 - Budgeting
 - Course scheduling
 - Curriculum and program development
 - Curriculum and program review
 - Student recruitment and retention activities
 - Division projects/activities
 - Mentoring new and adjunct members of the faculty as needed.

- Completion of Annual Report as required for all full time faculty.

Additional Duties

Additional responsibilities required by the discipline or assigned by college or division dean.

Annual Report

The Annual Report for Instructional Specialists shall focus primarily on teaching and training activities. While the conversion for regular faculty for the annual report evaluation is 50% teaching, 25% professional growth and development, and 25% service to college and community, for Instructional Specialist the review is based on 75% teaching and 25% professional growth/service.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242