

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

**Date: July 1, 2024 (replaces version March 31, 2023)**

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### **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 any committee 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:
  - Tutoring
  - Mentoring
  - Career guidance
  - Commencement
  - Possible other college-sponsored activities.
- Develops, maintains and updates syllabi for all courses included in the teaching assignments.

### **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. The Instructional Specialist review is based on 75% teaching and 25% professional growth/service.

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