

Terms of Reference

Part-Time Faculty/ Lecturers / Teaching Assistants (TAs)

1- Objective:

The hiring of Part-Time Faculty, Part-Time Lecturers and Part-Time Teaching Assistants (TAs) in a program aims to contribute to the academic excellence of the program by supporting the delivery of high-quality teaching.

2- Key Responsibilities and Specification:

The responsibilities of a part-time faculty are similar to those of full-time faculty, but are executed on a temporary basis as outlined below:

- Part-Time Faculty/ Lecturer are expected to:
 - Teach the assigned courses following the syllabus provided by the program coordinator upon the part-time faculty's appointment
 - Provide up-to-date reports involving teaching activities, student advising and outcome assessments as assigned by the program
 - Be responsible for course development and participate in curriculum and program development
 - Be responsible for making every reasonable effort to ensure that evaluations of students reflect their true merit and are based on their academic performance as professionally judged
- Part-Time Lecturer/Teaching Assistants (TAs) are expected to:
 - Teach and supervise laboratory-based courses and maintain equipment for such labs.
 - Assist in field-based teaching visits.
 - Give tutorials to students.
 - Keep office hours and assist students with their queries.
 - Grade assignments/tutorials, lab reports, term papers (with solutions and grading scheme provided by instructor).
 - Develop teaching material under faculty supervision.
 - Assist in preparing course files.
 - Provide administrative support to the department by helping in scheduling laboratories, documentation of course material.

- **Out of Class**
 - All correspondences between the instructor and students should use Qatar University's e-mail and/or other course management platforms (such as Blackboard).
 - Both students and instructors are expected to check their e-mail and/or other course management platforms on a frequent and consistent basis

- **Grade Assessment, Evaluation and Review**
 - Instructors are expected to utilize a minimum of three different assessment measures in evaluating student academic performance.
 - Instructors are responsible for providing graded assignments and examinations within a reasonable time period from their issuance date, and students are entitled to review and discuss evaluated coursework with the instructor.
 - Students are entitled to receive a comprehensive review of their performance for the class and their grade evaluation prior to the final examination.

3- Reporting Structure:

- The Part-Time Faculty/Lecturer will report to the program's coordinator. However, in case where a course coordinator is assigned, he/she will report to the full-time faculty coordinating the course(s) he/she is teaching; providing regular updates on course delivery, students' work evaluation and academic activities.
- Part-Time TAs will report to the corresponding course instructors.

4- Qualifications

- Part-Time Faculty/Lecturers/TAs must have the same qualifications as a full-time Faculty / Lecturers/TAs who handle similar duties.

5- Confidentiality:

- Part-time Faculty/Lecturers/TAs are expected to maintain confidentiality regarding students', program's and institutional information.

6- General Regulations

- Part-Time Faculty, Lecturers and TAs must be familiar with [Faculty Handbook](#).