

Lead Instructor Definition

Each program and/or content area is assigned a lead instructor. Lead instructors are responsible for degree and/or program and/ or content coordination, curriculum development and review. The lead instructor may perform such duties as:

- Assist dean with budgeting
- Mentor and evaluate adjunct faculty
- Coordinating advisory committee meetings, as needed
- Assisting with course scheduling and adjunct faculty assignments including interdepartmental requests

If the role of lead instructor is considered a component of the faculty role, then it does not warrant supplemental pay and/or release time. In situations where the role of lead instructor requires extensive mentoring, assessment or scheduling responsibilities release time or supplemental pay may be requested by the division. These duties are supplemental to the faculty's core teaching job description.

Request for assignment of lead instructor responsibilities and associated title must be approved by the Vice President of Academic and Student Affairs. Additional compensation and/or release time is based on availability of funds and requires approval of the president.

Policy Number: 402-02-08BP

Adopted: March 11, 2021

Amended: 12/03/2020; March 11, 2021

[Download a PDF of this policy](#)