

Instructors are expected to carry out the faculty responsibilities necessary to provide the highest level of student achievement. While it is impossible to enumerate specifically all duties and responsibilities, the following are provided as a framework. This enumeration does not preclude the designation of such other duties of a professional nature as may be deemed desirable.

1. Teach such classes as assigned by the Dean/Associate Dean in consultation with the Chief Academic Officer.
2. Provide students with such educational, occupational, and related advising as benefits the educational progress of the student, including referral to appropriate resources such as student services advising, etc.
3. Assist in compiling a list of all texts, workbooks and other material which students must purchase.
4. Assist in the preparation and development of courses and materials for new or revised programs. A copy of the current course syllabus for each course using the approved syllabus template will be submitted to the Dean/Associate Dean and will be made available to the Chief Academic Officer upon request.
5. Prepare a request for all instructional materials, technology needs, and supplies. Adhere to appropriate budgetary allotments.
6. In order to support student retention and success, at minimum, the Learning Management System is utilized to record on-going attendance and grades for each course for each semester and session, and document the course syllabi. This responsibility is supported by the Faculty Teaching Learning Center (FTLC) as needed and full-time faculty participation is expected by Spring of 2019. Exceptions to this responsibility must be approved by the appropriate Dean/Associate Dean and the Vice President of Academic Services.
7. Report attendance, grades and other such information as may be requested in a timely manner based on established deadlines.
8. Submit requests for maintenance and repair of laboratory or equipment related to their instructional area.
9. Attend such department meetings as may be called by the Dean/Associate Dean, committee meetings, and/or faculty meetings called by the Chief Academic Officer.
10. Arrive at the classroom prior to the scheduled class time and meet each class for the entire scheduled period except for compelling considerations, in which case the immediate supervisor is notified.
11. Submit an annual assessment report and participate in other college endorsed assessment activities.

12. Notify the Dean/Associate Dean and department assistant and follow other college protocol when it is necessary to be absent from campus during hours of regularly scheduled responsibilities.
13. Spend such time on campus each day as may be necessary to fulfill all professional obligations and willingly assume other various responsibilities including committee participation. This includes such functions as private conferences with students and preparation of materials for assigned courses. Time spent on campus for activities related to the teaching assignment should be at least 30 hours per week for full-time instructors. This is to include five regularly scheduled office hours spread over three days.

04/84, 11/16, 10/17

