

FACULTY REGULATIONS AND PROCEDURES INSTRUCTIONAL – FACULTY JOB DESCRIPTION

FACULTY JOB DESCRIPTION DUTIES AND RESPONSIBILITIES --

It is understood that no specific job description can specify every professional responsibility of the faculty member, which might arise. When an individual accepts a position as a faculty member, he or she assumes the responsibility of serving the needs of students and of actively assisting the college as it strives to fulfill its goals and objectives. Thus, these responsibilities will at times require the faculty members to undertake in a cooperative spirit professional duties not specifically mentioned in the job description.

The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is responsible to his/her students, Division Chair, the Dean of Applied Science or the Dean of Liberal Arts, and the Vice President of Academic Affairs to:

1. Provide instruction intended to achieve the specific goals and objectives stated in the syllabi of the assigned courses, and create a wholesome, meaningful learning environment in the classroom and laboratory.
2. Advise students on their progress in courses. To this end, instructors are required to maintain accurate, current grades for each student in the required system or program (e.g., Campus Cruiser).
3. Aid in planning and assessment of instructional programs and policies within the college.
4. Be on time for classes and labs and promptly notify the respective Division Chair or the appropriate Dean in the event of an unscheduled absence.
5. Maintain each class/lab meeting for the entire scheduled time unless prohibited by a legitimate reason or event.
6. Maintain a five-day work week.
7. Post and maintain scheduled office or 'on campus' hours with student advisement conferences in mind.
8. Update, validate, and submit class rolls to the Registrar's Office at designated times.
9. Maintain an accurate attendance record for each assigned class or lab, in the appropriate medium or system (Campus Cruiser, e.g.) and report excessive absences to the Registrar for processing. If continued absences occur, and after attempting to contact the student, faculty will report enforced withdrawals to the Vice President of Academic Affairs.

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10. Submit the required “Student Attendance Report” as described below under the section “Student Absences.”
11. Submit all required student grade reports to the Registrar's Office according to schedule.
12. Report student problems to the Division Chair as deemed necessary.
13. Attend all faculty meetings, commencements, and other appropriate meetings called by Committee Chairs, Division Chairs, the Vice President of Academic Affairs, or the President.
14. Ensure, when applicable, that all departmental brochures are kept current.
15. Provide appropriate advising to students and present a positive attitude toward teacher-student learning relationships.
16. Order necessary textbooks, lab manuals, and other instructional material through the bookstore according to college procedures.
17. Develop in Syllabus Manager each semester an updated syllabus for all assigned courses.
18. Provide to students a current syllabus with information about the goals and requirements of each course, the nature of the course content, the methods of evaluation to be employed, and classroom policies, including required classroom behavior.
19. Share with other faculty members the responsibility of serving on committees as assigned by the Division Chair, appropriate Dean or VP, or the President.
20. Serve as faculty sponsor for student organizations.
21. Assist in the recruitment, promotion, placement and follow-up studies of students.
22. Follow college policies and procedures as outlined in the *Faculty Handbook* and other published policy manuals.
23. Assist with student registration.
24. Pursue opportunities for professional growth (including pre-approved summer jobs to obtain current knowledge for lectures and labs).
25. Annually file in the Office of Professional Development and use a professional development plan (location: <http://www.swtjc.edu/> >Curriculum and Instruction >PD Planner) that
 - (A) is approved by the Division Chair and
 - (B) documents activities that:

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1. Respond to evaluative processes including but not limited to:
 - a. Faculty self-evaluation
 - b. Chair evaluation of faculty
 - c. Dean's evaluation of faculty
 - d. Student evaluation of faculty
 - e. Program/course review
 - f. Program/course assessment
 2. Support the mission, goals and objectives of the college, and that result in improved teaching effectiveness and student learning.
26. Perform other duties as may be assigned by the Dean of Liberal Arts, the Dean of Applied Sciences, or the Vice President of Academic Affairs.

DISTANCE LEARNING INSTRUCTOR – In addition to the Faculty duties and obligations outlined above, instructors teaching via Video Conferencing must:

1. Complete a training program designed to familiarize teachers with distance learning equipment and techniques.
2. Make available to students at each site on the first day of class course syllabi and all other relevant materials. As far as is possible, all handouts and other papers that will be necessary throughout the semester should be available on site at the beginning of the semester.
3. Instructors are responsible for the establishment and maintenance of discipline at all sites.

FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL -- WORK LOAD

CLASS ASSIGNMENTS --

Faculty members are subject to assignment in both day and evening classes on or off of their “home/main” campus, provided that the combined teaching load does not exceed eighteen contact hours per week. For Faculty teaching in “lecture only” courses in Academic disciplines, 15 contact hours per week (five 3-hour classes) define a “full load.” For Faculty teaching “lecture+lab” courses (Biology, e.g.), 18 contact hours per week (3 class with accompanying labs) define a “full load.” An adjustment may be made for additional duties at the discretion of the college administration. No reduction is made in teaching load for committee assignments unless exceptional circumstances arise. The teaching load for Division Chairs shall be two courses per semester. Exceptions must be approved by the appropriate Dean or the Vice President of Academic Affairs. Load sheets are submitted electronically by individual Faculty members to the Vice President of Academic Affairs office at the beginning of each semester.

OFFICE HOURS --

Full-time instructors with academic assignments are required to be on campus at least thirty hours per week. Instructors with a teaching load of fifteen contact hours are to schedule at least fifteen hours per week as office/on-campus hours, and those instructors with a teaching load of eighteen contact hours are to schedule at least twelve office/on-campus hours per week. Exceptions to this policy will be for instructors in programs that are regulated by external agencies and for other paraprofessionals who teach in non-credit-hour programs.

Contact hours for overload courses must be calculated in addition to the required number of hours per regular work week. Five (5) of the office hours may be scheduled for travel if off-campus classes are assigned as part of the regular load or may be scheduled as club sponsorship, student activities or official college committee assignments in which the instructor may be involved. One (1) of the office/on-campus hours must be reserved for institutionally directed purposes such as assessment/planning activities and professional development. This hour is not necessarily scheduled on a weekly basis but rather to be counted in a total of eight (8) hours committed to these purposes over the course of a semester.

The office/on-campus schedule should be: (1) posted on the office door of the instructor, (2) included in the course syllabi and (3) submitted to the Division Chair and the Vice President of Academic Affairs as part of the Load Sheet.