



Job Description: Full-time Faculty

Full-time faculty shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. The person in this position shall report to the Dean of Academic Affairs or the Dean of Career and Technical Education as designated by the President.

Full-time faculty will have the following duties and responsibilities:

1. Teach classes assigned by the administration which could include but are not restricted to day, evening, on-campus, off-campus, or out-of-district;
2. Participate in the development/revision and implementation of assessment plan, which includes ensuring direct and indirect measures of student learning are aligned with student outcomes, reporting and interpreting assessment results, and recommending and incorporating changes to improve student learning;
3. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration;
4. Prepare and file with the appropriate dean a list showing author, title, publisher, date of publication, and list price, if known, of all textbooks and required reading, workbooks, or manuals which students must purchase for their courses;
5. Prepare and file with the administration course outlines for new or revised courses and follow such guides for courses already established;
6. Prepare and file with the appropriate dean a bibliography of library books required for use in each course;
7. Prepare requests for instructional materials, such as books, maps, audiovisual aids, and supplies for the annual budget and submit them to the appropriate dean;
8. Keep adequate records of grades and attendance of students and submit them to the registrar;
9. Keep current college transcripts with the Personnel Office. These transcripts must show all college work earned, both graduate and undergraduate, along with all degrees granted;
10. Attend all faculty meetings;
11. Faculty members are to be available on campus, at an out-of-district site, or by virtual office each college day;
12. Maintain a total of ten office hours per week at assigned instructional site(s) as approved by the Dean of Academic Affairs or the Dean of Career and Technical Education. Faculty who teach distance learning courses may hold up to two virtual/online office hours per week in lieu of traditional hours. In special circumstances such as where out-of-district sites require a large amount of travel time, the Dean of Academic Affairs or the Dean of Career and Technical Education may adjust the required number of weekly office hours or the delivery format;

13. Post office hours and laboratory schedule on office or classroom door and provide a copy to the appropriate dean;
14. Serve as directed on such faculty committees as may be established;
15. Be available to serve as consultants or advisors to students or prospective students;
16. Be available to assist with student registration and orientation functions;
17. Utilize available information as needed to be familiar with problems and capabilities of students;
18. Prepare and submit at dates and times designated all records and reports as required by the administration;
19. Participate in commencement activities in academic attire unless excused by the Dean of Academic Affairs or Dean of Career and Technical Education;
20. Participate in all committee assignments and all professional growth activities as required by the administration;
21. Attend College functions on a regular basis;
22. Perform other duties assigned by the appropriate dean or the President.