



## **Job Description: Full-time Faculty**

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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:

### Teaching and Instruction

1. Teach classes assigned by the administration which could include but are not restricted to day, evening, dual credit, distance education, or any campus location;
2. Provide effective instruction that encompasses active and meaningful learning activities and frequent and timely feedback to students regarding their progress;
3. Develop course curriculum, materials/handouts, lectures, and labs, and update regularly to ensure relevancy and currency;
4. Select required course resources and textbooks, working in conjunction with other faculty as appropriate, and provide this information to the appropriate dean's office;
5. Utilize course-adopted textbook(s) and/or course resources;
6. Provide students with a course syllabus which aligns with the common course syllabus and provides information detailing learning expectations, major assignments, and methods of evaluation, and provide a copy of this syllabus to the appropriate dean's office;
7. Participate in the development/revision and implementation of program assessment plans and utilize feedback to improve learning outcomes;
8. Maintain a total of ten office hours per week at assigned instructional site(s) as approved by the appropriate dean and post information on office door (up to two virtual/online office hours per week via an approved delivery format may be held in lieu of traditional hours, and office hours may be adjusted by the appropriate dean for other approved activities, such as administratively-assigned travel to other sites that extends normal work hours);
9. Keep adequate course records (including grades and attendance) and submit required records to the designated office by the established date;
10. Follow college-wide student attendance policy and drop non-attending students in a timely manner;
11. Refer at-risk students to available support resources and interventions;
12. Submit annual budget requests to the appropriate dean's office for supplies, equipment, travel, and other instructional expenditures.

### Service and Leadership

1. Attend all faculty meetings;
2. Be available on a campus, or by virtual office each college day;
3. Assist and mentor new and/or adjunct faculty;
4. Participate in committee assignments or other service or leadership opportunities at the local, regional, or state level;

5. Serve as directed as sponsor of student clubs and organizations;
6. Promote the College in the community through participation in community activities and organizations as appropriate;
7. Support students and activities of the College through attendance at College events and functions;
8. Be available to serve as consultants or advisers to students or prospective students and assist with communication of enrollment and course/degree planning information to students;
9. Assist with student recruitment, registration, and orientation functions as assigned or appropriate;
10. Collaborate with colleagues and administrators to achieve shared goals and strategic plan priorities; and
11. Participate in commencement activities in academic attire unless excused by the President.

#### Professional Development

1. Participate in professional growth activities;
2. Stay current in discipline, in teaching methodologies, and with industry standards as appropriate;
3. Demonstrate self-reflection and growth through the faculty evaluation process which includes completion of a teaching portfolio, end-of-course student evaluations, classroom and peer observations, and administrative conferences; and
4. Submit updated/current college transcripts to the Human Resources Office showing all college work earned at both the graduate and undergraduate level, along with all degrees granted.

#### Other

1. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration, and
2. Perform other duties assigned by the appropriate dean, Vice President for Instruction, or the President.