



## FACULTY JOB DESCRIPTION

### I. STATEMENT OF RESPONSIBILITIES:

Faculty members are responsible for assisting the College administration and staff in carrying out the college's mission to provide high-quality career-oriented degree and certificate programs which respond to the needs of both students and employers.

### II. DUTIES INCLUDE:

- Meeting all assigned classes on time as scheduled.
- Teaching class according to the highest professional standards.
- Being available to students on a regular basis for academic counseling and keeping a record of each counseling session on the Student Counseling Form.
- Actively monitoring each student's progress and taking timely action as counseling, arranging for tutoring, or referral to the Academic Chairs for any student who is in danger of failing the course.
- Maintaining current accurate attendance for each student for every hour of instruction and delivering the completed attendance roster to the Registrar's Office.
- Telephoning any student who has been absent for three consecutive days and completing a Counseling Form regarding the reason for the absent.
- Providing a supportive classroom environment and treating all students fairly and impartially.
- Giving students a clear, accurate idea of what will be expected regarding class participation; quizzes and test; projects; and homework assignments for each course.
- Planning an annual professional growth agenda with the academic chair and accomplishing all the items during the year.
- Attending mandatory faculty meetings and any additional departmental meetings where attendance is requested by Academic Administration.
- Adhering to the course curriculum as approved by the Curriculum Review & Development Committees.
- Maintaining up-to-date lesson plans which reflect course content covered and performance objectives achieved by the students.
- Adhering to the policies and procedures specified in faculty handbook.
- Participating in discussions with the college administration regarding the improvement, updating, and enriching of current programs of study and designing and implementing strategies to improve student retention.
- Being available to serve in committees established to perform periodic assessment of recommended texts, syllabi, and handbooks.
- Submitting grade rosters and all records of student counseling activities to the Registrar's Office at course completion on the last day of the course.
- Maintaining professional competence and keeping knowledge current through continuous reading and research.
- Working with college administration in researching, planning and establishing new curricula that meet market needs.
- Maintaining neatness of the classroom and enforcing the no-smoking policy.

### III. ACCOUNTABLE TO:

Academic Chairs, Associate Vice President for Academic Affairs, Director of Evening and Weekend Sessions, Vice President for Academic Affairs, Senior Vice President and the President