

PROFESSIONAL DUTIES – ACADEMIC PROFESSIONALS

The professional duties listed are those for which Academic Professionals are assessed and compensated*. Department assignments may be more specific. These professional duties will be performed under the supervision of Management.

All APs shall perform their duties in a professional manner during the course of the academic year, including the following:

1. Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
2. Remain current in their respective fields.
3. Maintain College safety standards in their work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.)
4. Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work.

Full-time and Part-time Academic Professionals will be assigned the following duties according to the needs of the department and the abilities of the individual.

1. Attend and participate in college-wide, campus/center division, department and program meetings and activities.
2. Serve on subject area committees and/or such other College committees as may be assigned.
3. Assist in the recruitment of students.
4. Provide professional assistance to staff and students, including mentoring.
5. Provide information and assistance on College operations as may be requested.
6. Compile and/or research data as may be assigned.

APs, in accordance with the requirements of the job description [link to class descriptions] provided by Management, shall provide specialized support services to students, Faculty and Management. These services may include

- program coordination
- administrative functions
- advising
- consulting
- training
- tutoring
- marketing
- program development
- grant development
- job development and/or
- field supervision of students

In the event a part-time AP is also employed by the College in another capacity, (e.g., part-time faculty, or part-time classified), such other employment shall be treated separately and in accordance with the terms of the applicable collective bargaining Agreement, if any.

An AP may also be assigned to teach as a part of her/his regular work week. A teaching assignment is any assignment in which an AP performs all of the duties expected of full-time Faculty or teaches classes being taught by full-time or part-time Faculty members. (See Professional Duties – Faculty [link] and Part-time Faculty [link].)