

PROFESSIONAL DUTIES – FACULTY

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

All Faculty 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. Teaching Faculty assigned to programs that train students for employment in fields which require certification or licensure shall possess certification or licensure which meets or exceeds that required for employment in the field.
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 Instructors 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.

Instructors, consistent with the requirements and standards of the department and the qualifications of individual Instructors, shall perform the following professional duties.

1. Be responsible for guiding assigned students in meeting their respective educational goals, exercising professional judgment based upon adequate professional knowledge of the subject matter, needs of the individual students, teaching strategy, inter-personal relationships and teaching theory.
2. Instruct students, using approved course content and outcome guides developed by college-wide subject area Faculty.
3. Assess and grade student achievement of learning outcomes.
4. Use student feedback to improve teaching.
5. Revise/develop courses and curriculum. The development of new courses or the major revision of existing courses shall be in accordance with Article 6.24.
6. Provide registration, advising and guidance assistance to students.