

1. PURPOSE and RESPONSIBILITIES of FACULTY

1.1 FUNCTIONS of FACULTY

The functions of a full-time faculty member are divided into the four categories of teaching, advising, scholarship and service to the college and the community.

1.2 TEACHING

1. Classroom instruction, preparation, and supervision of students.
2. Community instruction such as preparation and presentation of college course work of campus, workshop, seminars, and in-service for professionals and others.
3. Laboratory design, preparation, instruction, supervision, and other associated responsibilities.
4. Assessment of student performance including the preparation, administration, grading, and evaluation of tests, papers, examinations, and assessment rubrics and the reporting of grades.
5. Conferences with academic advisement of students outside of their registration needs.
6. Coordination, supervision, and evaluation of student research.
7. Coordination and supervision of academic programs.
8. Coordination and supervision of student activities directly related to the academic program.
9. Development of more effective teaching methods and teaching oriented research.
10. Writing letters of recommendation for students.
11. Selection and procurement of books, films, and other materials for classroom or laboratory use.
12. Periodic evaluation of library holdings and recommendations of books to be ordered by the library.
13. Participate in the development of new courses and programs of study as well as the ongoing review and updating of current curriculum.

1.3 ADVISING

1. Support Academic advisors in working with the advisee to plan a program that will lead to the awarding of a degree or certificate.
2. Assist with and approve advisee class schedules.
3. Advise and counsel students in their respective program and curricular areas.
4. Complete appropriate forms in a timely manner.
5. Contribute records of contact/work with a student to the academic advisor for the advisee's file/portfolio to include: degree audits to track the advisee's progress; student contact log to record meetings with the student; other items selected by the student or the advisor for the file (i.e. letters of recommendation, samples of work or achievements, etc.).