

CCSN Policy	Section: ACF	Number: 9
<u>Title:</u> WORKLOAD POLICY RESOLUTION		<u>Policy Effective Date:</u> May 2005
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>November 18, 2005</u> CCSN President Date</p> <hr/> <p>Faculty Senate Recommendation Unnecessary Faculty Senate Recommendation</p> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Darren Divine</u> <u>November 14,</u> <u>2005</u> Date Faculty Senate Chair</p>		

This is the new proposed Table of Contents changes in PSH recommended by Faculty Senate May 2005.

The new proposed Section 3 follows in the form it would take if the Faculty Senate recommendations are approved.

There are no changes in Section 9 and Section 10 content. These are merely new sections created to contain the materials moved from the previous Section 3 which included a lot of things other than Faculty Workload. Consequently the contents of these sections are not included here. They would read exactly as they read now, their sections would simply be renumbered.

CCSN PROFESSIONAL STAFF HANDBOOK

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This documents shows Section 3 on Workload as it will read if the changes being recommended by Faculty Senate (as of May 2005) are approved

SECTION THREE: PROFESSIONAL FACULTY WORKLOAD

3.1 FACULTY CATEGORIES

Faculty is defined by the UCCSN Code to include the following 3 categories.

A. Academic Instructional Faculty.

This category consists of persons teaching, tutoring, instructing or lecturing in the activity of imparting knowledge. UCCSN Code Title 4, Chapter 3, Section 2. c (1) Eligible for tenure per UCCSN Code Title 2, Chapter 4, Section 4.2.1 (a). Eligible for sabbatical per UCCSN Code Title 4 Chapter 3, Section 11.3

B. Academic Non-Instructional Faculty.

1. Counseling Faculty consists of persons who are employed in the student services units of the community colleges of the University and Community

College System of Nevada and who provide professional counseling services closely and directly supportive of teaching and student development. UCCSN Code

Title 4 Chapter 3, Section 2. c (2).

Eligible for tenure per UCCSN Code Title 2, Chapter 4, Section 4.2.1 (a).

Eligible for sabbatical per UCCSN Code Title 4 Chapter 3, Section 11.3

2. Library Faculty consists of persons who are employed in the libraries of the University and Community College System of Nevada and who provide professional library services closely and directly supportive of teaching.

UCCSN Code Title 4 Chapter 3, Section 2. c (3).

Eligible for tenure per UCCSN Code Title 2, Chapter 4, Section 4.2.1 (a).

Eligible for sabbatical per UCCSN Code Title 4 Chapter 3, Section 11.3

C. Administrative Faculty

1. Executive Faculty consists of the Presidents and Vice-Presidents of the member institutions of the University and Community College System of Nevada. UCCSN Code Title 4 Chapter 3, Section 2 d. (1)

2. Supervisory Faculty consists of persons who perform predominately office or non-manual work of a supervisory nature as head of a college, school, center, division, laboratory or other administrative unit of a member institution or special unit of the University and Community College System of Nevada.

UCCSN Code Title 4 Chapter 3, Section 2 d. (2)

3. Support Faculty consists of persons, including but not limited to teaching assistants, laboratory assistants, athletic coaches and assistant athletic coaches, who perform predominately office or non-manual work:

(a) Of a confidential nature performed under the direct supervision of a member of the executive faculty; or

(b) Of a predominately intellectual, specialized or technical nature requiring training, experience or knowledge in a field of science, learning or occupation customarily acquired by a course of specialized intellectual instruction, studies or experience, which is performed under general supervision only and requires the consistent exercise of discretion and judgment.

UCCSN Code Title 4 Chapter 3, Section 2 d. (3)

3.2 JOB DESCRIPTIONS

The job descriptions in this section stipulate the range of activities, which might or must be included in each job category. Each Faculty member will have a specific job description for which he or she is accountable which will fit within this framework. A Faculty member's Work-load will be designed to meet the requirements of the specific job description.

A. Academic Faculty

The approved version of each of the following job descriptions are included in

Appendix A and are considered a part of this document. Individual Academic Faculty Workloads will be constructed from activities or responsibilities taken from one or more of the appropriate categories below:

1. Community College Professors/Instructors
2. Community College Professors/Counselors
3. Community College Professors/Librarians
4. Department Chairs
5. Counseling Department Chair
6. Library Department Chair
7. Assistant Department Chair
8. Program Director
9. Lead Faculty
10. Department Chair Performance Metrics

B. Administrative Faculty

Administrative Faculty shall carry out the policies of the Board of Regents and the President, shall perform the duties assigned to them according to their position descriptions and/or their supervisor(s), and shall perform such duties and responsibilities with professional skill in order to ensure wise utilization of college resources for the implementation of the educational program.

1. Administrative faculty perform a wide range of non-teaching functions college-wide. Individual job descriptions are subject to any system or state restrictions or requirements established for that category of administrative faculty (support, supervisory or executive).
2. Job descriptions for each position title will be kept on file in Human Resources. Changes in job descriptions should occur in accordance with appropriate procedures and timelines informing employees of the change. Individual job descriptions must include items consistent with that particular category of job.
3. Administrative Faculty are exempt employees and as such are ineligible for overtime when performing base workload activities.

3.3 BASE WORKLOAD REQUIREMENTS BY CONTRACT TYPE

Faculty at CCSN perform their job responsibilities under the appropriate Contract Type as outlined in this section. The Contract Type and Faculty Category (Section 3.1) together define a framework of hours of work and/or job responsibilities required as part of the Base Workload for any faculty member. Within that framework, each faculty member will have an individual Base Workload constructed from appropriate components of the pertinent Job Description(s) (section 3.2).

A. "A" Contract. This is a 12- month contract.

1. Academic Instructional Faculty

- (a) Fifteen (15) Instructional Units average each spring and fall semester

- (b) Thirty-eight (38) Instructional Units/Year, including no more than eight (8) IU's during Summer.*
- (c) Minimum five (5) hours per week scheduled office hours and/or scheduled contact hours.
- (d) Minimum five (5) hours per week on average flexible institutional service, staff development, etc.

* "A" Contract: No summer overload

2. Academic Non-Instructional Faculty

- (a) Assigned activities shall occur within a 35-hour workweek.
- (b) Included within the 35-hour workweek is a minimum of five (5) hours per week on average flexible institutional service, staff development, etc.

* "A" Contract: No summer overload

3. Administrative Faculty

- (a) Assigned activities shall occur within a 40-hour workweek.
- (b) Included within the 40-hour work week are a minimum five (5) hours per week on average for staff development, training, preparation, etc.

B. "B" Contract. This is a 10-month contract.

1. Academic Instructional Faculty

- (a) Fifteen (15) Instructional Units average each spring and fall semester
- (b) Thirty (30) Instructional Units per year.**
- (c) Minimum five (5) hours per week on average scheduled office hours and/or scheduled contact hours.
- (d) Minimum five (5) hours per week on average flexible institutional service, staff development, etc.

** "B" Contract: Maximum nine (9) Instructional Units each Summer

Amended 10/3/2008 Senate Executive Committee _____

2. Academic Non-Instructional Faculty

- (a) Assigned activities shall occur within a 35-hour workweek.
- (b) Included within the 35-hour workweek are a minimum five (5) hours per week on average flexible institutional service, staff development, etc.

** "B" Contract: Maximum nine (9) Instructional Units each Summer.

Amended 10/3/2008 Senate Executive Committee _____

3. Administrative Faculty

- (a) Assigned activities shall occur within a 40-hour workweek.
- (b) Included within the 40-hour work week are a minimum five (5) hours per week on average for staff development, training, preparation, etc.
- (c) No institutional service required (but may be approved by supervisor)

4. "B+" Contract. This is a 10-month contract plus an additional approved 22 days.

- (a) Can serve as an extension of any "B" contract.

C. Part-Time Contract.

Professional Faculty may be hired on a part-time (adjunct) basis. The contract issued is for a specific time period and for specific activities such as teaching classes. The contract is part-time if the average hours per week over the duration of the contract are less than half of a Base Workload.

1. Part-Time Instructional Faculty are not required to keep office hours unless so stipulated in the contract.
2. Part-Time Faculty are not required to participate in staff development or institutional service.
3. Part-Time Instructional Faculty may teach a maximum of 9.9 IU's each Fall, Spring and Summer Semester. (Calculated as less than half of 20 IU's).

D. Summer School Contract

"B" Contract Academic Faculty may be hired to teach in the summer at special rates under Board of Regents Handbook, Title 4, Chapter 3, Section 26.3. and CCSN Summer Workload Policies (Appendix C).

E. Other Contract Options

In addition to "A", "B" or "B+" contracts, the following contract options are available under appropriate circumstances.

1. Temporary Contract. This is a Full-Time Contract with no expectation of continuation past the specified contract period.
2. Letter of Appointment (LOA). This is a temporary contract for less than half-time over the contract period.
3. Letter of Appointment with Benefits (LOB). This is a temporary contract for half-time or more for a period of more than ninety (90) consecutive calendar days, but less than twelve months.
4. Phased-in Retirement. This is a contract option for eligible full-time faculty. Prevailing terms for this option are spelled out in Board of Regents Policy.
5. Emeritus Contract. This is a contract option only for emeritus faculty. (See current section 3.6 on "Emeritus")

3.4 BASE WORKLOAD & WORKLOAD

The following sections are designed to form a framework within which any faculty member at CCSN can have his or her workload determined. The **Base Workload** will account for 1 FTE Faculty (100 % Load). This will be the standard expected under the contract signed by a full-time faculty member. **Workload Components** that can be used to build an individual faculty Workload are listed in Section 3.5. It shall be the responsibility of the institution to ensure that all faculty members are assigned a Base Workload commensurate with the

responsibilities expected. Individual Faculty **Workloads** in excess of a Base Workload may be assigned with the agreement of the faculty member and will be compensated for overload as spelled out in **Over-load & Underload Policies** (Section 3.6). The procedures and timelines under which each faculty workload is developed and approved are spelled out in **Determining Workload** (Section 3.7).

3.5 WORKLOAD COMPONENTS

A. Instructional.

Activities which are directly involved in delivering FTE-generating courses are defined in terms of Instructional Units (IU's) per semester covered in the contract period. The teaching component of an academic faculty member's workload will be delineated in terms of IU's (as defined below). Since it is recognized that faculty assigned to instruction spend considerable time off-campus in preparation and evaluation of student work, there shall be flexibility in "on-campus" time requirements.

30 IU = 1 FTE (100% Load) "B" Contract
38 IU = 1 FTE (100% Load) "A" Contract

1. Lecture/Recitation Classes. 1.00 IU = 1 credit

2. Laboratory/Clinic/Studio Classes 0.75 IU = 1 contact hour*

* Note: The target goal is 1.00 IU = 1 contact hour. This ratio will continue to be incremented biennially as funding permits until this goal is reached.

3. Independent Study, Practicum and Work Experience Classes.
IU based on number of students and number of credits.

Lecture only courses (per student; per credit) = 0.10 IU
Lecture/Lab courses (per student; per credit) = 0.12 IU

4. Clinical Supervision

IU based on number of site instructors (preceptors) supervised.

Clinical Supervision (per preceptor) = 0.40 IU.

Note: Total not to exceed 6.0 IU per course.

5. Lab Supervision

IU for coordination or supervision of lab courses and clinics shall be based on the total amount of management and planning required and the total number of additional lab instructors supervised.

Lab Supervision (per lecture/lab course)
Basic Course Management = 0.25 - 0.50 IU Supervision (per
instructor) = 0.20 IU

6. Office Hours

Each full-time instructional faculty contract will include 5 office hours per week spread over several days during each semester included in his or her contract. Access provided by office hours should take into consideration the mode and schedule of the courses taught at any given time.

Office Hours = 5 hours per week

B. Counseling & Libraries.

Activities of academic faculty in these areas are defined in terms of hours per week during the contract period (Work Hours). A counselor or librarian with 35 Work Hours will have a base workload 1.00 FTE (100% load), assuming all contractual commitments (Sec. 3.3) for his or her contract type have been met. Responsibilities covered in these hours will fall under the Job Description for Counselors or Librarians in Section 3.2.

35 Work Hours = 1 FTE (100% Load)

C. Reassigned Time.

The following establishes functions for which faculty workload may be used to support functions of the college in the operations of its programs, facilities and governance, as appropriate. Academic faculty will have the option to accept up to 50 % of their annual base workload in these areas. Responsibilities under these functions will be defined according to job descriptions listed in section 3.2 of this policy. In each case the as-assignment assumes the person serves in this capacity for the entire year. Shorter time periods will be pro-rated.

Reassigned Time Range: 6.7 % Load - 50.0 % Load (annual)

1. Departments.

Departments may be approved for the following positions to support department operations. Specialized assignments may also be approved under other for special projects, which develop or improve courses or instructional programs. Requests must be justified by the Chair, reviewed by the Dean, recommended by the Oversight Committee and approved by the Vice President of Academic Affairs.

Department Chair 40.0 % Load (6 IU per sem)
Assistant Department Chair 6.7 % - 33.3 % Load (1-5 IU per sem)
Program Director 6.7 % - 33.3 % Load (1-5 IU per sem)
Lead Faculty 6.7 % - 20.0 % Load (1-3 IU per sem)
Other 6.7 % - 33.3 % Load (1-5 IU per sem)

2. Faculty Senate.

The Faculty Senate will receive the following workload units to support shared governance functions handled through the Faculty Senate. These are authorized by the Faculty Senate Chair.

Faculty Senate Chair 50.0 % Load (15 IU annual)
Faculty Senate Discretionary 25.0 % Load (7.5 IU annual)

3. Council of Chairs.

The Chair of the Council of Chairs will be granted release time during one semester each year.

Chair of Council of Chairs 10.0 % Load (3 IU annual)

4. College.

Supervisors of community service facilities such as the theater, planetarium, dental hygiene lab, child development lab, art gallery, etc. may be granted IU credit for these assignments. These must be pre-approved through the appropriate process.

Other 6.7 % - 40.0 % Load (1-6 IU per sem)

D. Administrative Faculty.

Activities of administrative faculty are defined in terms of hours per week during the contract period (Work Hours). An administrative faculty member working 40 Work Hours will have a base workload of 1 FTE (100 % Load), assuming all contractual commitments (Sec. 3.3) for his or her contract type have been met. Responsibilities covered in these hours will fall under the Job Description for that particular category of administrative faculty (see Sec 3.2).

40 Work Hours = 1 FTE (100 % Load)

E. All Professional Faculty.

An average of five (5) hours per week institutional service and staff development is part of the contract expectation for every full-time professional faculty member regardless of contract category. This is included within the total work hours stipulated for Academic Non-Instructional Faculty and Administrative Faculty. This is in addition to the teaching load for Instructional Faculty.

5 hours per week - Flex Hours

3.6. OVERLOAD/UNDERLOAD.

Academic Faculty members may choose to take on Workloads in excess of the Base Work-load of 1.00 FTE (100 % Load) during their contract period. These optional added assignments in excess of the base contract are deemed to be an overload and will be compensated appropriately.

A. All Academic Faculty who have fulfilled their Base Workload will be eligible for overload assignments.

B. Overloads of up to 4 IU (27 % Load) in any semester are subject to the review and approval of the Department Chair and/or the Dean.

C. Overloads in excess of 4 IU (27 % Load) in any semester are not permitted except in staffing emergencies. These will be treated on a case-by-case basis and require the

approval of the Department Chair, the Dean and the Vice President of Academic Affairs (or Student Services in the case of Counselors) or his or her designee.

D. No Faculty member can be required to accept an overload.

E. Faculty on "A" Contracts cannot receive overload in the summer.

F. Academic Faculty on "B" contracts can receive a maximum of 8 IU's in summer.

G. Academic Faculty who carry an overload in the fall may choose to be compensated for it or to roll it over to the spring semester so that they have a commensurate underload in the spring.

H Academic Faculty may not have more than 50% of their Base Workload in "Reassigned Time" (Section 3.5.C).

I. Requests for instructional Overloads must be submitted in writing before the beginning of the semester in question in writing to the appropriate approving authority.

J. Faculty who cannot achieve a full base workload (1.00 FTE) during a contract year must make up the deficiency during the next contract year.

K. Overloads are not permitted for Administrative Faculty or Executive Faculty. However, LOA's may be issued to these faculty members for other jobs undertaken outside the scope of their base contracts. Such LOA work must be performed outside the time commitments of the base contract.

3.7 DETERMINING WORKLOADS.

The purpose of this section is to establish the process by which workloads are established, set timelines for that process and establish an appeal process for disputed workloads

A. Workload for Academic Instructional Faculty

The determination of workload for teaching faculty shall be the responsibility of the Department Chair in consultation with the faculty member. The workload for each semester shall be finalized and given to the faculty member no later than 2 weeks before the beginning of the semester (pending cancellations). In the case of a disputed workload, the faculty member may appeal to the Faculty Senate Welfare Committee, which will make a recommendation to the Vice President for Academic Affairs. This must occur within two weeks of the date upon which the Faculty member is given his/her workload. It is understood that changes in workloads may occur because of cancellations or shifts in reassigned time. When this happens, advance notification of the Faculty member is required and once again the Faculty member will have the opportunity to appeal, as stipulated above, should he or she have a problem with the reassignment.

B. Workload for Academic Non-Instructional Faculty

The determination of workload for counselors and librarians shall be the responsibility of the Department Chair in consultation with the faculty member. The workload for each

contract year shall be finalized and given to the faculty member within the first two weeks of that year. In the case of a disputed workload, the faculty member may appeal to the Faculty Senate Welfare Committee, which will make a recommendation to the appropriate Vice President. This must occur within two weeks of the date upon which the Faculty member is given his/her workload. It is understood that changes in assigned activities or reassigned time may occur. When this happens, advance notification of the Faculty member is required and once again the Faculty member will have the opportunity to appeal, as stipulated above, should he or she have a problem with the reassignment.

C. Workload for Administrative Faculty

The determination of workload for administrative faculty shall be the responsibility of the immediate supervisor in consultation with the faculty member. The workload for each contract year shall be finalized and given to the faculty member during his or her annual professional evaluation process. In the case of a disputed workload, the faculty member may appeal to the Faculty Senate Welfare Committee, which will make a recommendation to the appropriate Vice President. This must occur within two weeks of the date upon which the Faculty member is given his/her workload. It is understood that changes may occur in assigned activities. When this happens, advance notification of the Faculty member is required and once again the Faculty member will have the opportunity to request review, as stipulated above, should he or she have a problem with the reassignment.

3.8 OTHER INSTRUCTIONAL ACTIVITIES.

A. Extension Site Managers, Facilitators & Coordinators.

1. Metropolitan High School Coordinator - First Course: 1.00 IU*
Metropolitan High School - Additional Courses (per course): .050 IU
 2. Taped Course Monitor (minimum ten students) - First Course: 1.00 IU
Taped Course Monitor - Additional Courses (per course): .025 IU
 3. Compressed Video Facilitator (per hour): \$10.00 - \$20.00
 4. Extension Site Managers (per hour): \$15.00
 5. Audio/Visual Facilitators (per hour): \$8.00
 6. Prison Coordinators: \$25.00 - \$50.00
- * NOTE: Maximum 7.5 IU's per person, per semester.

B. Video/Distance Production - One Semester Only.

During the course production the workload is equal to the teaching IU for the same course.

Example: Three (3) IU's for a three (3) credit course or four (4) IU's for a four (4) credit course. After the production semester, the workload for teaching the course will revert to a standard value.

The contents of 3.8 are mostly obsolete and will be reviewed next year for deletion or updating.

C. Substitute Teachers. (Prior approval from appropriate Vice President required)

There shall be a minimum per hour rate of pay established for substitute instructors.

Substitute Faculty per hour - 0.06

D. Guest Lecturers.

Guest Lecturers (mandated by course) shall be paid on a per hour basis depending on the degree of training and expertise required.

1. Guest Lecturers mandated by course (per hour): 0.04-0.13
2. Physician: 0.13
3. Registered Nurse : 0.07
4. Paramedic: 0.07
5. EMT II: 0.04
6. Other guest lecturer (prior approval required): 0.10

E. Clinical Teaching.

There shall be a minimum per hour rate of pay established for instructors in a clinical setting. The setting must be health related and in a patient delivery setting and provide supervision of students.

1. Clinical Teaching (per hour): 0.05

APPENDIX A. Glossary of Terms Develop this but put in appendix.

APPENDIX B. Job Descriptions from Section 3.2

APPENDIX C. CCSN Summer Workload Policy.

Note: The Senate Recommendation is that the current Section 3 be split into 3 parts. This proposal makes no changes whatsoever in the contents of the materials being retained in a new Section 9 and Section 10.

- **SECTION 3: Professional Faculty Workload (current proposal)**
- **SECTION 9: Faculty Salaries & Compensation (move current 3.2.2 and expand)**
- **SECTION 10: Academic Policies & Practices
(move current 3.1, 3.2, 3.2.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.13, 3.14)**

Workload Policy: Appendix B

3.12 POSITION DESCRIPTIONS

3.12 A COMMUNITY COLLEGE PROFESSOR/INSTRUCTOR

Summary Statement of Responsibilities:

Full-time teaching faculty are responsible for performing diverse professional activities including the delivery of quality instruction to students, advisement of students, development, implementation and evaluation of curricula and service at the college.

Organizational Relationship:

- a. Full-time teaching faculty report directly to, and are responsible to, the Chair of the Department to which they are assigned.
- b. This position does not require the supervision of staff.
- c. Full-time teaching faculty coordinate most closely with other faculty, the Department Chair, Provosts, Associate Vice President and the Vice President for Academic Affairs.

I. Duties:

The primary responsibilities of full-time teaching faculty are:

A. Teaching:

1. Meeting all classes at the time, place and length of time designated.
2. Teaching courses as assigned which correlate with the catalog descriptions and course outlines in a manner designed to assist the student to achieve the specific objectives of the course.
3. Providing each student at the beginning of each course with a course outline which may include the following information:
 - a. The goals, objectives and content for the course of study.
 - b. Required and supplementary textbooks to be used.
 - c. Attendance requirements.
 - d. Behavior and discipline requirements.
 - e. Planned schedule of examinations, field trips or other special activities.
 - f. Out-of-class assignment policy.
 - g. Method of evaluating student progress toward an achievement of course goals and objectives, including the method by which the final grade is derived.
 - h. Information about office hour availability and appointment procedures.
 - i. Other information which advises students of those requirements established by the instructor for meeting the course objectives.

B. Student Evaluation:

1. Periodically examining and informing each student of his/ her progress toward achieving the course's objectives.
2. Preparing and administering examinations which measure the students' attainment of the course's objectives.
3. Preparing and administering at the prescribed time, a final examination which appropriately measures the student's attainment of the course's objectives.
4. Assigning grades to students.

C. Student Advising:

1. Advise students enrolled in the instructor's classes on those matters which relate to:
Supplemental reading or experience opportunities for further understanding of the subject area.
2. Career alternatives and opportunities related to the subject area.
3. The types of services and assistance that are available to students who are failing to make satisfactory progress toward meeting the course's objectives.
4. Additional courses which might be taken by the student in the subject area or in related subject areas.

D. Curricula Development and Evaluation:

1. Researching and recommending the revision, deletion or addition of programs and courses to reflect the changes occurring within the subject area.
2. Participating in evaluation of curricula and instruction.
3. Participating in the evaluation of instructional takeout materials.
4. Evaluating and recommending catalog revisions.
5. Participating in college accreditation processes.

2. Duties:

The secondary responsibilities for full-time teaching faculty are:

A. Professional Development:

1. Participating in scheduled, faculty development programs.
2. Participating in voluntary peer evaluations in accordance with college procedure.
3. Participating in grant writing activities appropriate to the department.

B. Other:

1. Providing accurate and timely information as requested by the college's administration.
2. Supervising students engaged in approved on campus meetings, activities or events, scheduled as a part of instructional activities.
3. Submitting requests for textbooks, equipment, supplies, personnel, facilities, library materials and other resources necessary for the conduct of courses and programs to the Department Chair.

3. Additional Responsibilities Include:

- a. Attending faculty, program and department meetings.
- b. Serving on program, department, senate and all college committees.
- c. Assisting the appropriate Department Chair in planning and conducting department affairs, selection and orientation of new faculty, securing substitutes, and providing community groups and individuals with information regarding programs and courses.
- d. Contributing to the development of a positive image of the college in the community.