

FACULTY JOB RESPONSIBILITIES

Faculty are directly responsible to the appropriate Division Chairperson. Faculty are required to meet classes as scheduled and devote adequate planning time to provide quality instruction for the prescribed time. Faculty are expected to conduct class in a professional manner and in a pleasant/helpful atmosphere. **All classes will meet according to the time and date scheduled unless prior approval from the appropriate Campus Associate Dean for change has been granted. Every attempt should be made by a faculty member to contact the Division Chair and/or Campus Associate Dean prior to a scheduled class when that instructor anticipates being late or absent. Faculty anticipating absences should request approval of the Campus Associate Dean on the base campus and any other campus where classes are assigned. In emergency situations, the Campus Associate Dean should contact his/her counterpart on other campuses where classes are assigned. If an instructor is teaching over Distance Learning, Campus Associate Deans or designees at the remote sites must be notified.**

Faculty are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work.

In keeping with the College's policy of assisting students and promoting student success, faculty are encouraged to assist students outside of class whenever possible. This may entail arriving early and staying beyond the scheduled time for the class. Faculty are required to serve as academic advisors and keep posted office hours.