



FACULTY RESPONSIBILITIES BEYOND THE CLASSROOM

In accordance with the College's policy on [Workload Requirements for Full-time Faculty](#), faculty members are expected to participate in non-teaching functions as part of their faculty duties. Some of these duties include, but are not limited to, the following:

REGISTRATION DUTIES - ADVISING

An advisor has the critical task of assisting students in their pursuit of meaningful educational goals. It is the advisor's duty to be informed of the variety of programs and opportunities at the College and to be qualified to offer reliable, accurate information.

During scheduled periods for advanced and regular registration advising is offered. Every faculty member has an assignment for registration, whether it be advising or assisting in some other manner.

FACULTY MEETINGS/COLLEGE CONVOCATIONS

Division and unit meetings as well as general College convocations are held on a regular basis for the purpose of sharing information and working on common goals. Faculty members are expected to attend these meetings and to participate in the activities presented.

COMMITTEE ASSIGNMENTS

Division Committees and External Advisory Committees

Each division will have committees formed to perform work related to that unit. It is expected that faculty members will participate in these committees either as working members or as officers or chairs. In accordance with the College's [Advisory Committees](#) policy, participation in external advisory committees for the faculty member's program area is also expected

College Committees

Additionally, a faculty member is expected to participate in campus and College committees. (See current the [Operational Guidelines](#) for a complete description of current committees.)

In the Spring Semester, faculty members are requested to provide their choices for standing committee assignments for the next full academic year. Once all responses have been collected and prioritized, committee appointments are made based on vacancies in one-, two-, and three-year appointments and based on the distribution requirements of a particular committee (division, discipline, and diverse representation). The appropriate Vice Chancellor (as indicated in the [Operational Guidelines](#)) who is charged with responsibility for a committee recommends appointments to the Chancellor as well as any special charges for the committee beyond normal operations as indicated in the [Operational Guidelines](#).

Search Committees

From time to time, faculty members will be asked to participate on search committees for administrative and academic positions. Having faculty members serve on search committees is an effective way to ensure faculty involvement in the hiring practices of the College.

Promotion Committees

In accordance with the College's [Promotion-in-Rank](#) policy, serving on division promotion-in-rank committees is also a faculty responsibility. However, faculty members who have served on division promotion committees in the previous year may eliminate their names from the selection pool before selection in the current year.

IMPROVING INSTRUCTION

The performance of faculty is evaluated annually in accordance with the College's policy on [Faculty Evaluation and Improvement of Instruction](#).

Continued Academic and Professional Development

The College provides and encourages faculty members the opportunity to continue their professional development throughout their career. This includes recognizing study at the graduate or undergraduate level, as well as other study in the discipline area such as workshops or seminars.

In accordance with the College's [Professional Leave and Travel](#) policy, to encourage such activities the College provides professional leave and travel reimbursements. The College also awards mini-grants for worthwhile proposals (see College's policy on [Mini-Grants](#)), considers such activities in promotion criteria, and awards Sabbatical Leave (in accordance with LCTCS' leave policy) for the purpose of advanced study, research, or travel for the purposes of study or research. In addition, the [Professional Development Committee](#) designs opportunities for professional development activities during Convocations and throughout the academic year.

Excellence in Teaching Award

The Seymour Weiss Excellence in Teaching Award is presented annually to recognize faculty members for distinguished teaching at the College. This award is the College's most prestigious award to a faculty member. (For more information see the College's [Seymour Weiss Excellence in Teaching Award](#) policy.)

COVERAGE OF COLLEAGUE'S CLASSES AND DIVISION OFFICES

Occasionally, the faculty member may be asked to cover an absent colleague's classes for a brief period of time or to cover the division office in an emergency. It is expected that the faculty member will accommodate the division and his/her colleagues if asked to do so by the Division Dean.

SPONSORING STUDENT ORGANIZATIONS

The College's many student organizations are often in need of faculty sponsors or chaperons. The student organizations are listed in the catalog. Contact the Student Development or Student Activities Office on your campus.

PROGRAM-SPECIFIC RECRUITING

Faculty participation in program-specific recruitment is greatly encouraged. Faculty members may contact the College's Admissions and Enrollment Services Office to discuss program-specific recruiting activities.

SUBMISSION OF GRANTS FOR COLLEGE PROGRAMS

The College encourages faculty to initiate grants as a viable alternative for obtaining funds to develop new and innovative concepts and programs. Interested faculty should contact the Grants Development Office, which serves as a clearinghouse for all grants.

FACULTY SENATE SERVICE

Election to the Faculty Senate or holding office in the Faculty Senate is encouraged. Interested faculty should contact the Faculty Senate leadership for more information.

DEVELOPMENT AND IMPLEMENTATION OF NEW COURSES

The primary responsibility for the improvement of the educational program resides with the faculty in accordance with the accrediting requirements of the Southern Association of Colleges and Schools, Commission of Colleges. One way to improve the program is to develop and implement new courses or major course revisions. The College encourages the faculty to participate in these activities.

RESEARCH, STUDY, CREATIVE WORK, OR PUBLICATION

The College encourages and appreciates any research completed for College use, any creative work performed or displayed at the College, or publication for College use. In particular, the faculty members are encouraged to engage in classroom research and in assessment of the learning experiences of their students both for the immediate feedback for teachers and students and for the long-range improvement of programs. (See the College's [Promotion-in-Rank](#) policy for more information).

ATTENDANCE AT GRADUATION

Faculty members are expected to attend at least one of the College's commencement exercises a year as part of their regular duties.

RESPONSIBILITIES TO THE PROFESSIONAL COMMUNITY AND THE COMMUNITY AT LARGE

Professional development outside of the College is encouraged. (See the College's [Promotion-in-Rank](#) policy for more information).

Policy Reference:

Originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Policy references (links) updated November 7, 2006.