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FACULTY RESOURCES GUIDE

On-line Guide for Faculty, which includes updated policy references for information originally published in the College's "Faculty Handbook" AA-1275.1F



FACULTY RESOURCES GUIDE

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I. Employment Categories of Academic Positions

Includes Human Resources System (HRS) Categories of Faculty and Academic Support Staff positions, as per Internal Policy and Procedure BAA-L50, “Human Resources System (HRS) Employee Categories”

[Employment Categories of Academic Support Staff](#)

Human Resources System (HRS) Categories of Academic Support Staff positions, as per Internal Policy and Procedure BAA-L50, “Human Resources System (HRS) Employee Categories”

[Employment Categories of Faculty](#)

Human Resources System (HRS) Categories of Faculty Positions, as per Internal Policy and Procedure BAA-L50, “Human Resources System (HRS) Employee Categories”



CATEGORIES OF ACADEMIC SUPPORT STAFF

Delgado Community College employs individuals within established employment categories of Delgado's Human Resources System (HRS). The following are the employment categories for academic support staff with their respective definitions:

ACADEMIC SUPPORT STAFF – 9 MONTHS

Academic support staff member on a continuous year-to-year, 9-month academic, usually non-teaching, support appointment that is budgeted as a line item and primarily includes lab assistant positions.

ACADEMIC SUPPORT STAFF – 12 MONTHS:

Academic support staff member on a continuous year-to-year, 12-month academic, usually non-teaching, support appointment that is budgeted as a line item and primarily includes lab assistant positions.

Policy Reference:

Current Reference: Internal Policy and Procedure BAA-L50, "[*Human Resources System \(HRS\) Employee Categories*](#)"

Original Reference: AA-1275.1F, "*Faculty Handbook*" referencing cancelled college policy, BA-2540.1A, *Employee Categories and Benefits*.



CATEGORIES OF FACULTY

Delgado Community College employs individuals within established employment categories of the Delgado’s Human Resources System (HRS). The following are the employment categories for faculty with their respective definitions:

9-MONTH REGULAR FACULTY

A faculty member on a continuous, year-to-year, 9-month teaching or librarian appointment that appears as a line item in the College's annual budget.

12-MONTH REGULAR FACULTY

A faculty member on a continuous, year-to-year, 12-month teaching or librarian appointment that appears as a line item in the College's annual budget. Excludes administrators with rank.

TEMPORARY FACULTY – ONE SEMESTER

A faculty member in an appointed position for the duration of one semester that expires at the end of that semester.

TEMPORARY FACULTY – ONE ACADEMIC YEAR

A faculty member in an appointed position for the duration of one academic year (Fall Semester and Spring Semester) that expires at the end of the Spring Semester.

GRANT EMPLOYEES – 9 MONTHS

A 9-month position that is externally funded through a grant. Unless employment conditions are specified in the grant, an individual hired as a grant employee adheres to the policies applicable to regular Delgado employees in comparable positions.

GRANT EMPLOYEES – 12 MONTHS

A 12-month position that is externally funded through a grant. Unless employment conditions are specified in the grant, an individual hired as a grant employee adheres to the policies applicable to regular Delgado employees in comparable positions

ADJUNCT FACULTY

Part-time teaching faculty member appointed on a course-by-course contract basis.

Policy Reference:

Current Reference: Internal Policy and Procedure BAA-L50, “[*Human Resources System \(HRS\) Employee Categories*](#)”

Original Reference: AA-1275.1F, “*Faculty Handbook*” referencing cancelled college policy, BA-2540.1A, *Employee Categories and Benefits*.

II. Job Descriptions for Academic Positions

Includes job descriptions for instructional faculty, librarians, and lab assistants, as originally issued in AA-1275.1F, Faculty Handbook, as well as department chair job description as approved in August 2004:

[Job Description for Departmental Chairs](#)

Job description for departmental chair positions, as approved in August 2004.

[Job Description for Instructional Faculty](#)

Job description for instructional faculty, as originally issued in AA-1275.1F, *Faculty Handbook*.

[Job Description for Lab Assistants](#)

Job description for lab assistant positions, as originally issued in AA-1275.1F, *Faculty Handbook*.

[Job Description for Librarians](#)

Job description for librarian positions, as originally issued in AA-1275.1F, *Faculty Handbook*.



| | |
|-------------------------------------|---|
| Title: | Department Chair |
| Reports to: | Dean of Department |
| Duties and Responsibilities: | <ol style="list-style-type: none">1. Assists Dean in establishing department plans for the following:<ol style="list-style-type: none">a. Curriculum Developmentb. Course rotation plansc. Course development, revision, and deletiond. Advisory Committeese. Program review and accreditation2. Attends relevant division, campus, and college meetings.3. Conducts departmental meetings on a regular basis.4. Assumes responsibility for ordering equipment and supplies and monitoring inventory control.5. Coordinates requests for STEP funds within the department.6. Assists the Dean in development of the departmental budget.7. Provides orientation to new departmental faculty.8. Assists the Dean in faculty classroom and performance evaluation to include recommending disciplinary action.9. Transmits, after consultation with the Dean, important curriculum proposals and changes and administrative decisions to faculty.10. Recommends teaching assignments.11. Coordinates the recruitment and hiring of adjunct and full time faculty.12. Coordinates class coverage when a faculty member is absent.13. Coordinates textbook orders.14. Assists the Dean in developing advising and registration schedules.15. Assists the Dean in determining transfer equivalencies for transcript evaluation and course articulations.16. Recommends development and action plans for departmental faculty.17. Reviews course syllabi to insure compliance with master syllabi and college policy.18. Review and updates the master syllabi as directed by the Dean and facilitates distribution to the faculty.19. Coordinated development and administration of departmental final exams where applicable.20. Initiates and maintains relations with counterparts at local colleges and universities. |

| | |
|--|--|
| | <ol style="list-style-type: none"> 21. Initiates and maintains relations with colleagues at other campuses and learning sites. 22. Assists in the development and completion of program assessments. 23. Performs special duties related to the department as assigned by the Dean. 24. Assists department faculty in learning about and adopting learning centered theories and strategies in classes/courses/department. 25. Assists in the collection and analyses of department data for SACS. 26. Represents the division/college in the community. |
| <p>Qualifications and Experience:</p> | |

Policy Reference:

Approved: Deans' Council Meeting at Annual Chancellor's Leadership Retreat, August 6, 2004



JOB DESCRIPTION FOR INSTRUCTIONAL FACULTY

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each faculty member will be evaluated annually by students, supervisors, and possibly by peers.
2. Participate in professional development activities that enhance the faculty member's effectiveness.
3. Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
4. Make adequate preparation for the instructional process to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about the material, and such that the learning process is facilitated for students with varying learning styles.
5. Create a learning environment in which all students are treated equitably and with respect.
6. Collaborate with departmental (college-wide) colleagues in the selection of library resources, software, and textbooks and in the development of master course syllabi.
7. Develop and distribute within the first week of the semester course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, appropriate safety procedures, classroom management policies, and other information as appropriate.
8. Develop and administer final examinations to students during the scheduled exam periods and in accordance with College policies.
9. Use a variety of assessment strategies throughout the semester to maximize student success, including assessment of program outcomes.
10. Participate in assessment of non-traditional learning for credit.

11. Maintain accurate attendance, progress, and evaluation records in an acceptable gradebook format and file these gradebooks (or a copy) with the division office at the end of each semester.
12. Monitor the enrollment of students in classes by directing students who are not officially enrolled to their division office or the Registrar's Office to correct enrollment problems and by restricting attendance to officially enrolled students.
13. Adhere to all timelines established by the College, particularly with respect to the submission of grade rosters, reporting non-attendance of students, withdrawing students from classes for excessive absences, and by responding to records inquiries and other communications about students in a timely manner.
14. Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
15. Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom as appropriate.
16. Provide classroom instruction in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
17. Obey and enforce College policies that prohibit the use of foodstuffs in the classroom, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
18. Serve as academic advisor and participate in recruitment and retention activities for students in programs within the division.
19. Participate in training sessions that familiarize the faculty member with the Student Information System.
20. Perform registration assignments as scheduled by supervisor.
21. Participate in committee activities within the division and at the campus and College levels.
22. Assist students with information about job opportunities in the discipline or program, with certification or licensure information, and with information about articulated programs and coursework at secondary and postsecondary institutions.

23. Serve as a resource to students in the pursuit of employment or advanced educational opportunities by completing recommendations or helping with contacts.
24. Attend Faculty Convocation and a minimum of one Graduation Ceremony per academic year.
25. Attend meetings.
26. Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as: coverage of a colleague's class on an emergency basis, coverage of the divisional office on an as needed basis, speaking engagements, recruitment activities, serving as advisor to a student organization, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
27. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
28. Adhere to the work week requirements set forth in the College's [Workload Requirements](#) policy.
29. Represent the College in manner, appearance, and behavior that promote a positive image of the College within the community.

Policy Reference:

Job Descriptions originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Prior to publishing AA-1275.1F, the job descriptions were reviewed and accepted by a College task force of Faculty Senate Executive Committee members and representatives of the Deans' Council (equivalent to the College's current Academic Affairs Council).



JOB DESCRIPTION FOR LAB ASSISTANTS

The position of Lab Assistant is a staff position reporting to the Division Dean or a designated coordinator and may include the following duties and responsibilities:

1. Monitor labs for security.
2. Inventory supplies and equipment.
3. Order parts for needed minor repairs.
4. Maintain cleanliness and orderliness.
5. Assist instructors to set up needed materials for classes.
6. Order supplies needed for classes.
7. Ensure that equipment is in working order.
8. Assist students in accessing needed programs in computer labs. Assist students in preparing for science labs.
9. Contact vending agencies when equipment is in need of repair or when software is in need of updating, with the approval of the supervisor.
10. Assist in setting up and carrying out lab policies.
11. Provide tutorial assistance to students.

Policy Reference:

Job Descriptions originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Prior to publishing AA-1275.1F, the job descriptions were reviewed and accepted by a College task force of Faculty Senate Executive Committee members and representatives of the Deans' Council (equivalent to the College's current Academic Affairs Council).



JOB DESCRIPTION FOR LIBRARIANS

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each librarian will be evaluated on an annual basis by the supervisor.
2. Participate in all or designated aspects of the following professional activities: the selection, acquisition, organization, expansion, preservation, and dissemination of information.
3. Create a library environment in which all students are treated equitably and with respect.
4. Utilize assessment of student outcomes to improve library services.
5. Provide a collection of materials that are of exceptional character and quality and ensure use of same through appropriate organization, instruction, arrangement and accessibility.
6. Collaborate with instructional faculty in the development of a collection of materials that supports the programs of the College.
7. Adhere to all timelines established by the College.
8. Maximize the use of advanced technology, including the use of computers and related strategies, in the library as appropriate.
9. Obey and enforce College policies that prohibit the use of foodstuffs in the library, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
10. Provide library services in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
11. Participate in training sessions that familiarize the library faculty and users with computers and their use in accessing information.
12. Assist in registration during the regular registration period as needed.
13. Participate in committee activities within the division and at the campus and College levels.

14. Attend Faculty Convocation and a minimum of one Graduation Ceremony per academic year.
15. Attend meetings.
16. Be receptive to requests from colleagues, students and administrators to serve in a voluntary capacity in such situations as: coverage of a colleague's workload on an emergency basis, coverage of the divisional office on an as needed basis, speaking engagements, recruitment activities, assisting at local conferences, or participating in fund-raising activities.
17. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
18. Be accountable for forty (40) hours per week from the first day of the semester to the ending date of the semester (9-month librarians).
19. Represent the College in manner, appearance and behavior that promote a positive image of the College within the community.

Policy Reference:

Job Descriptions originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Prior to publishing AA-1275.1F, the job descriptions were reviewed and accepted by a College task force of Faculty Senate Executive Committee members and representatives of the Deans' Council (equivalent to the College's current Academic Affairs Council).

III. Requirements and Responsibilities of Faculty

Provides information and links to policies and related documents concerning requirements and responsibilities of faculty:

A. [Documents Pertaining to Faculty Requirements and Responsibilities](#)

Includes information and links to *policies* concerning Rights, Duties and Responsibilities of the Academic Staff (LCTCS policy); Professional and Educational Requirements for Faculty; Workload Requirements; and Faculty Evaluation and Improvement of instruction, and *policy documents* concerning Classroom Expectations; Responsibilities Pertaining to Student Evaluation of Instruction; Supervisor Evaluation of Instruction and/or Other Responsibilities; Faculty Responsibilities Regarding Student Attendance and Changing Sections Due to Changes in Students' Work Schedule; and Faculty Responsibilities Beyond the Classroom

B. [Other Documents Pertaining to Faculty Requirements and Responsibilities](#)

Includes links to *policies* concerning Academic Appeals Procedures, Field Trips, End-of-Semester Checkout Procedures, Master Syllabus and Course Syllabi, Minimum Class Size, Textbook/Course Materials Adoption, and Released Time.

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[Rights, Duties and Responsibilities of the Academic Staff](#)

LCTCS Policy #I.1.038

[AA-2122.4H Professional and Educational Requirements for Faculty](#)

[AA-2122.2C Workload Requirements for Full-Time Faculty](#)

Includes policy information on work hours, course load, office hours, and college obligations for full-time faculty

[AA-2220.1C Faculty Evaluation and Improvement of Instruction](#)

[Responsibilities of Faculty Regarding Classroom Expectations, Instructional Minutes, and Evaluation of Instruction and/or Other Responsibilities](#)

Includes information/links regarding Expectations of Faculty in the classroom, instructional minutes, student evaluation of instruction, and supervisor evaluation of instruction and/or other responsibilities of faculty

[Responsibilities of Faculty Regarding Evaluation of Students](#)

Includes information on student evaluation responsibilities of faculty members

[Responsibilities of Faculty Regarding Student Attendance, Changing Sections Due to Student's Work Schedule](#)

Includes information on faculty responsibilities regarding student attendance and students' changing sections due to change in students' work schedules

[Responsibilities of Faculty Beyond the Classroom](#)

In accordance with the College's Workload for Full-time Faculty policy, this document describes responsibilities of faculty beyond the classroom.

[Responsibilities of Faculty Regarding Attendance and Leave](#)

Includes attendance and leave requirements in accordance with LCTCS Policy II.3.003, Leave Establishment Record and Regulations for Unclassified, Non-Civil Service Employees



**CLASSROOM EXPECTATIONS, INSTRUCTIONAL MINUTES,
STUDENT EVALUATION OF INSTRUCTION, SUPERVISOR EVALUATION
OF INSTRUCTION AND/OR OTHER RESPONSIBILITIES**

Classroom Expectations

In the classroom the instructor is expected to:

1. Provide lectures, lead discussions, perform demonstrations, or use technology which facilitates learning.
2. Be organized.
3. Be intellectually stimulating.
4. Demonstrate he/she is not bound by the text.
5. Be sincerely and constructively interested in each student.
6. Encourage student participation in learning and assessment activities.
7. Have a well-prepared course syllabus and directions.
8. Effectively use materials, methods, and examinations.
9. Give students the opportunity to develop written and oral communication skills.
10. Adhere to stated course objectives in the Master Syllabus.

Instructional Minutes

It is expected that the instructor will be prepared for and meet every class with the knowledge and materials required to teach the class. Class should begin on time and continue for the period scheduled. Each three-hour class must include a minimum of 150 minutes of instruction for each 180-minute time slot.

Student Evaluation of Instruction

All faculty members' (full-time and adjunct) classes are evaluated by the students in accordance with the timeline set forth in the College's [Faculty Evaluation and Improvement of Instruction](#) policy. These evaluations are required and the results figure into the application for [Promotion-in-Rank](#) process.

Supervisor Evaluation of Instruction and/or Other Responsibilities

Each faculty member is evaluated in accordance with the College's [Faculty Evaluation and Improvement of Instruction](#) policy.

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.



FACULTY EVALUATION OF STUDENTS

The following is a summary of practices in regard to evaluation of students at the College. See the current *Academic Procedures Manual* for more specific information.

Mid-term Grades

Mid-term grades are not a permanent part of the student's record and therefore may be used by the instructor to indicate progress. It is recommended that faculty hold mid-term conferences with students explaining what students might do to improve their performance.

Final Examinations

Final examinations are to be given during the established exam period which is printed in the current [Operational Guidelines](#), among other places. If an instructor feels the necessity to not conform to this schedule for whatever reason, he/she must first discuss his/her intention and receive the approval of the Chair.

Final Grades

Final grades should be calculated carefully since they may be changed only if the instructor has made an error in their calculation. In such cases, a copy of the gradebook must be submitted to justify the change.

Gradebooks

Instructors should maintain gradebooks as a permanent record of performance and attendance. They should be dated and labeled as to the assignment and the relative "weight" of each grade for purposes of evidence in appeal hearings and as a permanent record.

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.



FACULTY RESPONSIBILITIES REGARDING STUDENT ATTENDANCE

Class attendance is regarded as an obligation as well as a privilege for the student, and all students are expected to attend regularly and punctually all classes in which they are enrolled. A student who wishes to withdraw from the College or an individual course must complete the necessary paperwork in the Office of the Registrar. A student who stops attending without doing this paperwork may receive failing grades in all courses which he/she failed to attend.

Each instructor must keep a permanent attendance record for each class. These records are subject to inspection by appropriate College officials. Prior to the close of the drop/add period, faculty members are required to state in course syllabi and explain to the students their expectations in regard to class attendance.

A student must submit excuses for all class absences to the instructor within three days after the student returns to class. It is the instructor's prerogative to define "excused" absences or to classify all absences as unexcused. When a student receives excessive unexcused absences (10% of the total classes), the instructor may recommend that the student be withdrawn from the rolls of that class. Instructors are not required to drop students.

A student who is dropped by recommendation of the instructor for excessive absences may appeal this action, in accordance with the College's policy on [Academic Appeals Procedures](#).

Athletic programs have the full support of the College administration; however, the primary objective of the College is to provide quality education. In accordance with the college's policy on student athletes ([Delgado Athletic Events](#)), instructors are expected to cooperate with the Delgado Athletic Department in excusing athletes to participate in athletic events and in making up classwork covered during their absence.

The athletes should advise instructors of planned events and make up all classwork covered during excused absence. Instructors should notify the Director of the Athletic Department when an athlete has not made up work or is in danger of being dropped.

CHANGING SECTIONS DUE TO CHANGES IN STUDENT WORK SCHEDULE

Recognizing that many students must work in order to attend college and that often their work schedules are not under their control, the College allows the student to change sections of the same course prior to the last three weeks of school. The student must submit a written request to the Division Dean along with a letter from his/her employer attached verifying the change of the student's work schedule.

Instructors should cooperate in the exchange and acceptance of records if such a section change is approved by the appropriate parties. See the current *Academic Procedures Manual* for more information regarding student-initiated section changes due to changes in student work schedules.

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.



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.



FACULTY ATTENDANCE AND LEAVE

ATTENDANCE AND LEAVE RECORDS

Each faculty member must sign his/her bi-weekly attendance and leave record (scan form) at the end of each pay period in order to be paid.

INSTRUCTOR ABSENCE FROM CLASS

It is the instructor's primary duty to attend and teach all classes assigned during their scheduled hours. If he/she finds that an absence is necessary, the following procedures should be followed.

Unexpected Absence Due to Illness

An instructor accrues sick leave based on a formula which appears in the Louisiana Community and Technical College System (LCTCS) Policy # II.3.003, [Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#). Sick leave is leave with pay granted to an employee who is suffering with a disability which prevents him/her from performing his/her usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment.

Upon the faculty member's return, he/she must complete a [Leave Request Form](#), Form 2400/001, and the absence will be noted on the employee's bi-weekly attendance and leave record.

Planned Absences

If an instructor expects to be absent from class, he/she should inform his/her Division Dean of his/her impending absence in a timely manner. If possible, the Division Dean will arrange to cover the instructor's class or to give some assignment. If the absence is expected to be lengthy, written doctor's recommendation are required in accordance with LCTCS Policy II.3.003, [Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#). The Division Dean should be so informed so that arrangements may be made for a substitute.

For planned absences, an [Absence from Duties Request Form](#), Form 1502/002, must be submitted prior to the absence to the Division Dean. Also, students in the faculty member's classes should be informed in person or in writing.

PROFESSIONAL LEAVE AND TRAVEL

Professional Leave and Travel is granted in advance for attending conferences, workshops, seminars, etc., in accordance with the College's [Professional Leave and Travel](#) policy. It must be relevant to the employee's job responsibilities and should accrue benefits to the College.

FACULTY LEAVE

In accordance with LCTCS Policy II.3.003, [Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#), Faculty Leave is leave granted to faculty members employed on the nine-month basis in lieu of annual leave and is comprised of the days between terms and during holiday periods when students are not in classes.

SABBATICAL LEAVE

Sabbatical leave is leave with pay for the purpose of professional and/or cultural improvement for the following purposes: advanced study in the faculty member's field; travel involving study or research in the faculty member's field; or study or research in the faculty member's field. It is awarded in accordance with the requirements in LCTCS Policy II.3.003, [Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#).

The deadlines for requesting sabbatical leave are as July 1 for Spring Semester and December 1 for One Full Year or For Fall Semester Only.

OTHER TYPES OF LEAVE FOR FACULTY

For full descriptions of other leave options for faculty, see the LCTCS Policy II.3.003, [Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#).

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.

III. Requirements and Responsibilities of Faculty

B. Other Documents Pertaining to Faculty Requirements and Responsibilities

Includes links to *policies* concerning Academic Appeals Procedures, Field Trips, End-of-Semester Checkout Procedures, Master Syllabus and Course Syllabi, Minimum Class Size, Textbook/Course Materials Adoption, and Released Time.

[AA-1440.4B Academic Appeals Procedures](#)

[AA-1502.2A Field Trips](#)

[AA-1502.3A Minimum Class Size](#)

[AA-1503.1A Master Syllabus](#)

[AA-1504.1B Textbook/Course Materials Adoption](#)

[AA-2122.3A* End-of-Semester Checkout](#)

Original policy issued as a Delgado College Issuance (DCI-2122.3A)*;
Forthcoming update to this policy will supersede this information.

[AA-2420.1C Released Time](#)

IV. Other Policies Important to Faculty

Includes links to *policies* including Academic Freedom, Faculty Responsibility and Authority in Academic and Governance Matters, Promotion-In-Rank, Grievance Procedures for Faculty, Employment Relationship, Discipline Procedures, Persons with Disabilities, Student Judicial Code, and Classroom Disruption Procedures.

[AA-2150.2 Academic Freedom](#)

[AA-2150.4 Faculty Responsibility and Authority in Academic and Governance Matters](#)

[AA-2321.1I Promotion-in-Rank](#)

[AA-2534.1B Grievance Procedures for Teaching Faculty, Librarians & Academic Counselors with Rank](#)

[LCTCS Policy 6.014 Discipline for All Employees](#)

[LCTCS Policy 6.016 Employment Relationship for All Employees](#)

[AD-1468.1 Persons with Disabilities](#)

[SA-1448.1C Student Judicial Code - Rights, Responsibilities, and Disciplinary Procedures](#)

[SA-1448.1C Student Judicial Code's "Classroom Disruption Procedures"](#)

Procedures used for handling classroom disruptions, in accordance with SA-1448.1C "Student Judicial Code"

[SA-1448.1C Student Judicial Code's "Student Threat Assessment Procedures"](#)

Procedures used for assessing threat of distressed students, in accordance with SA-1448.1C "Student Judicial Code"

V. Other Resources Important to Faculty

Includes "Handling Classroom Disruption - A Guide for Faculty Members at Delgado" faculty brochure, and "Preventing Classroom Disruption- It's Your Responsibility" student brochure. Also includes the Office of Student Life's Brochure, "How You Can Help Someone in Distress," which is published to help faculty and staff in assisting distressed students who are exhibiting troubled or unusual behavior.

"Handling Classroom Disruption - A Guide for Faculty Members at Delgado" Faculty Brochure

Brochure providing guidance for faculty in handling classroom disruptions, in accordance with the College's "Student Judicial Code" (Policy SA-1448.1B)

"Preventing Classroom Disruption - It's Your Responsibility" Student Brochure

Brochure outlining expectations and responsibilities of students within the classroom as well as instructor's rights for addressing classroom disruption, in accordance with the College's "Student Judicial Code" (Policy SA-1448.1B)

Distressed Student Brochure - "How You Can Help Someone in Distress"

Brochure published by Delgado's Office of Student Life to assist faculty and staff in dealing with distressed students, who are those exhibiting unusual or troubling behavior.

VI. Faculty Senate Information

Bylaws of the Faculty Senate, an organization of Delgado Community College Faculty
(Bylaws amended April 2007)

FACULTY SENATE

A Faculty Senate will be nominated by the various organizational units from the faculty eligible to hold office and elected by the members of the College eligible to vote.

Faculty eligible to vote and hold office is defined as those persons with academic rank of instructor to professor, inclusive, below the administrative title of department chair or director, except for those department chairs who devote at least fifty percent or more of their time to teaching duties who are then eligible to vote and/or hold office.

Organizational units are defined as academic departments and support services. Support services shall be defined as all units other than academic departments. The list of organizational units may change as reorganization of the College takes place; and the list will be reviewed by the Faculty Senate and the faculty will be notified of changes before the annual election.

Composition of the Faculty Senate

1. One member for each ten members eligible to vote and hold office from each organizational unit. Organizational units shall have one representative for each ten members and one for a major fraction thereof from members eligible to vote and hold office. Organizational units with fewer than ten members shall combine and be represented by the appropriate number of senators as though they make up one unit. If there are still fewer than ten members after combination, they shall have one senator.
2. Three members of the Faculty Senate from the entire Delgado faculty. These members will be known as the Faculty Senate Members At-Large.
3. All Faculty Senate members shall serve a two-year term.
4. The newly elected senators will be seated with the remaining members of the then-standing Senate, who will serve out their elected terms. The newly elected senators will be voted on in April and take office in August.
5. The Faculty Senate shall elect from its ranks a president, vice-president, secretary, chairman of elections, and from the faculty eligible to vote, a Faculty Advisory Committee (FAC) representative and FAC alternate.

General Provisions

1. Faculty Senate members cannot be elected for three consecutive terms.
2. Each year the president of the Faculty Senate shall notify organizational units, before mid-semester of the spring semester, of the number of members they will elect.
3. Three proctors (non-candidates) from those eligible to vote will be elected by the Faculty Senate to supervise the elections of the Faculty Senate.

4. Nomination of candidates for Faculty Senate shall be handled by each organizational unit. Member-at-large shall be nominated at a general faculty meeting or by submission of a name with five signatures of those eligible to vote.
5. Each organizational unit shall submit a list of nominees to the Faculty Senate by April 1.
6. The Faculty Senate shall prepare all ballots and common voting places shall be selected on the City Park, West Bank, and Northshore Campuses and at the School of Nursing.
7. Faculty members will vote for the representatives in their departments and for the at-large positions. Votes cast in other departments' elections will not be counted.
8. No person shall be elected to serve on the Faculty Senate unless that person receives a majority of the ballots cast by the members of his or her department in the election.
9. A ballot will be rendered invalid if a voter does not vote for the exact number of candidates needed by the department and by the at-large positions. That number will be indicated on the ballot.
10. Any senator who fails to attend two consecutive regular Faculty Senate meetings will be warned by the president, and a third consecutive missed meeting will automatically result in that senators being excused from further Senate responsibilities and an election for the open Senate seat will be called. Any Senator excused from his/her responsibilities will automatically be ineligible to succeed himself/herself in the ad hoc election.
11. Petitions submitted for changes in the Senate by-laws shall be voted on by the faculty eligible to vote. Petitions for change shall be signed by fifteen members eligible to vote and must be submitted to the Faculty Senate ten days prior to the election. Changes in the by-laws shall be voted on at regular and special elections called by the Senate.
12. Special elections may be called by the Faculty Senate with a 2/3 vote of the Senators.
13. Only full-time positions will be counted in determining the number of senators for each organizational unit.
14. Each nominee of an organizational unit must be a member of that unit as determined by official school records (operating budget, personnel transactions).

Duties of Faculty Senate members

1. Work on special studies as requested by faculty or administration.
2. Concern themselves with any matters that pertain to the well-being and welfare of members of the faculty

*Amended by a vote of the faculty on April 18, 2007.
Bob Lawyer, President, Faculty Senate*