

Updated 2/25/15



FACULTY HANDBOOK **(Faculty Resources Guide)**

Online Guide for Faculty, which includes updated policy references for information originally published in the College's "Faculty Handbook" AA-1275.1F, with subsequent procedural updates as applicable.

Delgado
COMMUNITY COLLEGE
FACULTY HANDBOOK
(Faculty Resources Guide)

TABLE OF CONTENTS

- I. Employment Categories of Academic Positions**
- Employment Categories of Academic Support Staff
 - Employment Categories of Faculty
- II. Job Descriptions for Academic Positions**
- Job Description for Departmental Chairs
 - Job Description for Instructional Faculty
 - Job Description for Lab Assistants
 - Job Description for Librarians
 - Adjunct Faculty Workload Requirements and Responsibilities
- III. Requirements and Responsibilities of Faculty**
- A. Documents Pertaining to Faculty Requirements and Responsibilities
- Rights, Duties and Responsibilities of the Academic Staff
 - Professional and Educational Requirements for Faculty
 - Workload Requirements
 - Faculty Evaluation and Improvement of Instruction
 - Classroom Expectations, Evaluation of Instruction and/or Other Responsibilities
 - Faculty Evaluation of Students
 - Faculty Responsibilities Regarding Student Attendance & Changing Sections Due to Changes in Students' Work Schedule
 - Faculty Responsibilities Beyond the Classroom
 - Faculty Attendance and Leave
- B. Other Documents Pertaining to Faculty Requirements and Responsibilities
- Academic Appeals Procedures
 - Field Trips
 - End-of-Semester Checkout Procedures
 - Master Syllabus and Course Syllabi
 - Minimum Class Size
 - Textbook/Course Materials Adoption
 - Released Time

IV. Other Policies Important to Faculty

- 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
- Classroom Disruption Procedures
- Behavioral Intervention Team Procedures

V. Other Resources Important to Faculty

- "Handling Classroom Disruption - A Guide for Faculty Members at Delgado"
- "Preventing Classroom Disruption- It's Your Responsibility" Student Brochure
- Office of Student Life's "Important Links for Faculty"
- Office of Student Life's "Student Referral Guide"

VI. Faculty Senate Information

- [Faculty Senate Bylaws](#)

I. Employment Categories of Academic Positions

Includes Employee 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

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

Employment Categories of Faculty

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

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. These include subsequent procedural updates, as applicable.

- [Job Description for Departmental Chairs](#)
- [Job Description for Instructional Faculty](#)
- [Job Description for Lab Assistants](#)
- [Job Description for Librarians](#)
- [Adjunct Faculty Workload Requirements/Responsibilities](#)

III. Requirements and Responsibilities of Faculty

Information and links to policies and related documents concerning requirements and responsibilities of faculty are provided:

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:

- [Rights, Duties and Responsibilities of the Academic Staff](#), LCTCS Policy #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
- [Adjunct Faculty Workload Requirements and Responsibilities](#)
Includes policy information on work hours, course load, office hours, and college obligations for adjunct 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

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](#)
- [Classroom Disruption Procedures](#)
Procedures used for handling classroom disruptions, in accordance with SA-1448.1C "Student Judicial Code"
- [Behavioral Intervention Team Procedures](#)
Procedures used for addressing distressed students, in accordance with SA-1448.1C "Student Judicial Code"

V. Other Resources Important to Faculty

- ["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)
- [Office of Student Life's "Important Links for Faculty"](#)
- [Office of Student Life's "Student Referral Guide"](#)

VI. Faculty Senate Information

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