



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:

FACULTY MEETINGS/COLLEGE CONVOCATIONS

Faculty members must attend department and division meetings, as well as College Convocations, on a regular basis and participate in the activities presented.

ATTENDANCE AT GRADUATION

Faculty members must attend Commencement at least once a year.

COMMITTEE ASSIGNMENTS

Division Committees and External Advisory Committees

It is expected that faculty members should participate in division committees either as members or officers/chairs, and in accordance with the College's [Advisory Committees](#) policy, they are also expected to participate in external advisory committees for their program area, as appropriate.

College Committees

Additionally, faculty members should participate in campus and College committees, according to rank. (See current the [Operational Guidelines](#) for a complete description of current committees.)

In the Spring Semester, faculty members are asked to give their choices for standing committee assignments beginning the next academic year. Committee appointments are made based on 1) vacancies in appointments and 2) the distribution requirements of particular committees (division, discipline, and diverse representation). As indicated in the [Operational Guidelines](#), the Vice Chancellor responsible for a committee then recommends appointments to the Chancellor and gives any special charges for the committee beyond normal operations.

Search Committees

To ensure faculty involvement in the College's hiring practices, faculty members may be asked to serve on search committees for both administrative and academic positions.

Promotion Committees

In accordance with the College's [Promotion-in-Rank](#) policy, faculty must serve on division promotion committees, as assigned. They may, however, withdraw themselves from the selection pool if they served on a such a committee the previous year.

ADVISING

Faculty members must advise students during registration periods as assigned and are expected to provide accurate, up-to-date information about the various programs and opportunities offered by the College.

IMPROVEMENT OF INSTRUCTION AND PROFESSIONAL DEVELOPMENT

Evaluation

Supervisors will evaluate faculty performance annually in accordance with the College's [Faculty Evaluation and Improvement of Instruction](#) policy.

Continued Academic and Professional Development

The College encourages faculty to engage in continuous professional development, including graduate or undergraduate studies, as well as workshops or seminars in or related to their discipline.

To encourage such activities, the College provides professional leave and travel reimbursements in accordance with its [Professional Leave and Travel](#) policy. 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 study/research-related travel. In addition, the Office of Instructional Technology and Professional Development, with the support of the [Professional Development Committee](#), offers professional development opportunities during Convocations and throughout the academic year.

DEVELOPMENT AND IMPLEMENTATION OF NEW COURSES

The College encourages faculty to develop and implement new courses and to make major course revisions to improve programs or curricula, as necessary.

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, and any work published for College use. In particular, the College encourages faculty members to engage in classroom research and in assessment of their students' learning experiences to improve courses and programs. (See the College's [Promotion-in-Rank](#) policy for more information).

FACULTY SENATE SERVICE

The College encourages faculty to participate in the Faculty Senate. Interested faculty should contact Senate leadership for more information.

COVERAGE OF COLLEAGUE'S CLASSES AND DIVISION OFFICES

Supervisors may occasionally ask faculty members to cover an absent colleague's class or to cover the division office if needed, and they should make every effort to accommodate these requests.

SPONSORING STUDENT ORGANIZATIONS

The College's many student organizations, which are listed in the catalog, often need faculty sponsors, advisors, or chaperons. Faculty members interested in serving in this capacity should contact the Office of Student Life.

PROGRAM-SPECIFIC RECRUITING

The College encourages faculty to participate in program-specific recruitment. Faculty members may contact the College's Admissions and Enrollment Services Office to discuss such activities.

SUBMISSION OF GRANTS FOR COLLEGE PROGRAMS

The College encourages faculty to apply for grants to obtain 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.

Cancellation:

This cancels *Faculty Responsibilities Beyond the Classroom*, dated 11/7/2006.

Policy References:

Policy and Procedures Memorandum, [Workload Requirements for Full-Time Faculty](#)

Policy and Procedures Memorandum, [Advisory Committees](#)

Policy and Procedures Memorandum, [Promotion-in-Rank](#)

Policy and Procedures Memorandum, [Faculty Evaluation and Improvement of Instruction](#)

Policy and Procedures Memorandum, [Professional Leave and Travel](#)

Policy and Procedures Memorandum, [Mini-Grants](#)

Review/Approval Process:

Faculty Workload Task Force 4/12/2022

Deans' Council 4/20/2022

Procedural/Title Update - Vice Chancellor for Academic and Student Affairs

Approval 4/22/2022