



JOB DESCRIPTION FOR INSTRUCTIONAL FACULTY

1. Maintain performance standards and pursue goals/objectives that promote the College's Mission and Strategic Goals.
2. Participate in the College's [Faculty Evaluation and Improvement of Instruction Process](#).
3. Participate in professional development activities and complete all mandatory trainings on or before specified deadlines.
4. Begin classes at designated times, provide instruction for the duration of class meetings, and fulfill all weekly contact hours. Adhere to the College's [Faculty Leave and Attendance](#) requirements for necessary absences.
5. Prepare and professionally present academically rigorous instruction that promotes student engagement and inclusion.
6. Create a supportive learning environment that promotes respect.
7. Collaborate with colleagues in syllabi development and course material selection.
8. Provide students on the first day of class with a course syllabus that aligns with the approved master syllabus and details course requirements and policies.
9. Adhere to the College's final exam schedule.
10. Use a variety of assessment strategies that measure student learning and support discipline and program outcomes.
11. Participate in assessment of non-traditional learning for credit, if applicable.
12. Keep accurate, up-to-date records (including attendance, gradebooks, and evaluations) in an acceptable format and submit them along with a completed [End-of-Semester Checklist](#) to the appropriate division office on or before the date published in the Academic Calendar or as per division requirement.

13. Allow only enrolled students to attend class meetings and direct any who do not appear on official rosters to the appropriate division office or the Registrar.
14. Submit Census Day requests per the College's required [per the College's Attendance Procedures](#), midterm grades, and final grades on or before deadlines.
15. Respond promptly to official inquiries related to records or communication(s) with, from, or about students.
16. Use technology in the classroom to enhance instruction, as appropriate.
17. Provide instruction in accordance with the Americans with Disabilities Act, comply with [FERPA](#), [Title IX](#), and other applicable laws, and follow related College policies and procedures.
18. Instruct students in the proper use and storage of equipment and supplies, as applicable.
19. Participate in training sessions related to the College's Student Information System and Learning Management System.
20. Advise, perform, and participate in registration, recruitment, and retention activities.
21. Serve on department, division, and campus/College-wide committees in accordance with rank.
22. Provide students with information about job opportunities in the discipline or program, certification or licensure, and articulated programs at other institutions, as appropriate.
23. Serve as a resource for students pursuing employment or educational opportunities by providing recommendations or contacts, as appropriate.
24. Attend Faculty Convocation and at least one Commencement exercise per academic year.
25. Attend department, division, committee, and college meetings as appropriate.

26. Be receptive to requests such as but not limited to serving as a speaker or presenter, assisting at a local conference, advising a student organization, and/or participating in other similar College-related activities.
27. Communicate effectively with students, staff, colleagues, stakeholders and/or the community.
28. Adhere to the College's [Workload Requirements for Full-Time Faculty](#) policy.
29. Represent the College in a professional manner.

Cancellation:

This cancels the *Job Description for Instructional Faculty* dated 2/21/2015.

Policy References:

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

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

[Academic Procedures: Required Drop Due to Non-Attendance Prior to Census Day & FN Grades](#)

[Faculty Handbook: Faculty Leave and Attendance](#)

[Faculty Handbook: Faculty Responsibilities Beyond the Classroom](#)

[Faculty Handbook: Requirements and Responsibilities of Faculty](#)

Review/Approval Process:

Faculty Workload Task Force 3/9/2022

Deans' Council 3/23/2022

Faculty Senate Leadership 3/28/2022

Academic and Student Affairs Council 4/5/2022

Vice Chancellor for Academic and Student Affairs Approval 4/5/2022

Vice Chancellor for Academic Affairs – Procedural Update Approval 7/24/2025