

NATURE OF WORK FOR INSTRUCTIONAL FACULTY

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments will include those duties and responsibilities described in the job specifications for each instructional faculty rank. Faculty are responsible for implementing the College curriculum within the limits of the resources provided. Faculty may engage in the governance of the College through the provisions set forth in the Participatory Governance section of the Agreement.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective instructional methods. The following examples are representative of the quality standards the College seeks to achieve, in keeping with ACCJC eligibility requirements and standards:

Student Affairs

- Participates in academic advising as stipulated in the Academic Advisor Handbook.
- Advisees and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services as necessary.
- Encourages student leadership skills.
- Assists students in attaining their academic, career, and personal goals.
- Assists students with job placement and/or transfer to a postsecondary institution.
- Participates in commencement to recognize student success and completion.

Leadership

- Initiates, develops, and organizes projects which significantly contribute to the interest of the College.
- Supervises work-study students.
- Collaborates with administrators and staff.
- Mentors other faculty.
- Serves on committees.
- Chairs committees.
- Assists colleagues in identifying and resolving campus concerns.
- Serves as department chairperson.
- Develops new programs and services.
- Writes program agreements and reports.

Assessment, Curriculum and Other Activities

- Participates in the College's assessment process.
- Uses assessment results to improve teaching and learning.
- Participates in the accreditation process.
- Develops and updates program and course guides.
- Reviews and provides input for the catalog and other College publications.
- Participates in the development or updating of the department's strategic programmatic plan.
- Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
- Participates in College-related research.
- Participates in the promotions of College programs and recruitment of students.
- Coordinates with external agencies, advisory committees, apprenticeship, and Work Experience Programs.

Professional Development

- Participates in faculty development days.
- Attends conferences, workshops, and seminars.
- Presents at conferences, workshops, and seminars.
- Develops and teaches courses through continuing education.
- Completes instructional methods courses or CTE methods courses.
- Completes courses or acquires certificates, certifications, and degrees.
- Maintains currency in the field (i.e., Application of research and work experience to instructional activities).

Community Service

- Voluntarily be involved in community service in the faculty's area of expertise or as it relates to the institution.
- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.

Advises and assists agencies.

Participates in non-profit organizations, community groups, and others.

Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

Teaching Responsibilities

Uses many different tools to assess how their students learn, as well as what the students know, and uses this information to help all students advance from where they are to where they need to be.

Engages students in active learning – debating; discussing; researching; writing; evaluating; experimenting; and constructing models, papers, and products, in addition to listening to and reading information, watching demonstrations, and practicing skills.

Makes their expectations for high-quality work very clear and provides models of student work that meets those standards.

Provides constant feedback that helps students improve as they continuously revise their work toward these standards.

Designs and manages a well-functioning, respectful classroom that allows students to work productively.

Collaborates with other teachers and administrators to create a seamless curriculum and a supportive environment throughout the school.

Provides instruction utilizing various teaching methods, support media and other materials to supplement presentations.

Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.

Participates in the assessment of instructional effectiveness.

Develops, reviews, modifies, and uses instructional materials and methods for students with learning difficulties.

Utilizes student evaluation results for instructional improvement.

Integrates course content with other disciplines.

Utilizes effective teaching/learning processes and outcomes in courses and programs.

Demonstrates currency in content knowledge in the field as reflected in course syllabi and instruction.