

## NATURE OF WORK FOR INSTRUCTIONAL FACULTY

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments includes the 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.

### 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.
- Inputs record of advisement into the institution's adopted platform.
- Advises and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services, as necessary.
- Promotes student leadership skills.
- Assists students in attaining their academic and career 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.
- Participates in institutional program review.
- 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.
- Develops and teaches courses through continuing education.