

FACULTY JOB SPECIFICATIONS

DEFINITION OF TERMS FOR ALL FACULTY

The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

Agreement	Agreement Between The Guam Community College Faculty Union Local 6476 AFT/ AFL-CIO & The Board of Trustees, Guam Community College for Faculty.
High School Diploma	A traditional or adult high school diploma received from an accredited or recognized U.S. high school or equivalent recognized by the local department of education or ministry of education including but not limited to home school or foreign high school with equivalent programs of instruction and comparable standards, or a diploma received from an equivalent high school diploma testing service (e.g. General Education Development testing program or "GED", etc.).
Industry Certification/License	The College continues to recognize the importance and value of industry certification/license and is currently developing and updating processes for recognition of industry-specific certification credentials/licenses.
Journey Worker Certificate	A Certificate of Completion issued or recognized by the U.S. Department of Labor.
Associate's Degree	An Associate Degree issued by a U.S.-accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards. *
Bachelor's Degree	A Bachelor's Degree issued by a U.S.-accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards. *
Master's Degree	A Master's Degree issued by a U.S.-accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*

Doctorate Degree	A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by a U.S.-accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards . *
Credit Hour	One unit of credit in lecture, seminar, and discussion work shall approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week through a one 15-week semester.
Continuing Education Units (CEUs)	Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training (ref. Section 2: The Continuing Education Unit)
Employment	Refer to the Agreement's article on Faculty Classification Procedures.
Teaching Experience	Refer to the Agreement's article on Faculty Classification Procedures.
Field of Study or Related Area	Refer to the Agreement's article on Faculty Classification Procedures
Career and Technical Education (CTE) Programs	Organized educational programs which are directly related to the preparation of individuals for paid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.
CTE Methods Courses	Career and Technical Education (CTE)/Vocational Instructional Methods Courses which prepare instructors to teach skills for careers in the workplace.

*For additional information, please refer to the GCC HR SOP Determining Acceptance of Educational Diplomas, Degrees, or Certificates.

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.
- 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.
- 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, ie. 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 use 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.

DUTIES AND RESPONSIBILITIES FOR INSTRUCTIONAL FACULTY RANKS

EMERGENCY INSTRUCTOR

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time to meet the emergency need of the College.

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Emergency Instructor rank are as follows:

Under close supervision by the Dean and regular consultation with the Department Chair:

1. Conducts courses of instruction:
Follows syllabus and lesson plans.
Provides effective instruction.
Ensures that classroom is neat and maintenance department is notified of problems.
2. Supports department activities:
Participates in department meetings.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
3. Is accessible for student consultation:
Maintains office hours for postsecondary classes.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR EMERGENCY INSTRUCTOR

1. An Associate's Degree in the field of study or related area; OR
2. A high school diploma, plus professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field, with a minimum of six (6) years of employment, four (4) of which must be in the field of study or related area.
3. A high school diploma, with a minimum of ten (10) years of employment in the field of study or related area.

ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Prepares requests for books and equipment.
Participates in department assessment.
Reviews and revises curriculum.
Participates in the promotions of College programs and recruitment of students.
3. *Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours for postsecondary classes.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT INSTRUCTOR

1. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. An Associate's Degree in the field of study or related area, plus professional certification or license from a recognized organization in the field, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus four (4) years of employment in the field of study or related area.
3. A high school diploma, with six (6) credit hours in CTE methods, plus professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field, with a minimum of six (6) years of employment in the field of study or related area; as a condition of employment, a degree must be completed within three years upon hiring; the timeline for completion of degree will be approved by the supervising Dean and the Academic Vice President. Any timeline beyond three years must be approved by the Academic Vice President.

INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Make their expectations for high-quality work very clear and provide models of student work that meets those standards.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Reviews and revises curriculum.
Participates in the promotions of College programs and recruitment of students.
3. *Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours for postsecondary classes.
*Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR INSTRUCTOR

1. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods (a Master's Degree is the minimum requirement for all faculty teaching English, Mathematics, Social Science, and Science, with the exception of Adult Education courses.) OR
2. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus
 - a. Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
 - b. Six (6) credit hours beyond the Bachelor's degree in a related area or professional education, and three (3) years of employment in the field of study or related area; OR
 - c. Six (6) years of employment in the field of study.
3. An Associate's Degree in the field of study or related area, plus a current professional certification or license from a recognized organization in the field, and twenty four (24) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area.

ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a high standard of teaching.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Reviews, writes or revises curriculum documents.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Participates in the promotions of College programs and recruitment of students.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours for postsecondary classes.
Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan.
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities
Participates in faculty development days.
*Serves as a mentor in the College's mentoring program.
6. *Performs community service in his/her area of expertise or as it relates to the institution.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT PROFESSOR

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been teaching at the College's Instructor level or equivalent; and must show evidence of work consistent with the Advancement in Rank Promotions Criteria in the Agreement within sixty (60) calendar days from the initial date of employment; OR
3. Must serve a full term on a committee as recognized in the Participatory Governance section of the Agreement, AND

A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, and two (2) years teaching at the College's Instructor level or equivalent; Plus (a) or (b) below:
 - a. Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area or professional education, or any combination thereof.
 - b. Twelve (12) credit hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a superior standard of teaching.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Reviews, writes or revises curriculum documents.
Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Participates in the promotions of College programs and recruitment of students.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours for postsecondary classes.
Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Serves as a mentor in the College's mentoring program.
6. *Performs community service in his/her area of expertise or as it relates to the institution.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSOCIATE PROFESSOR

Any combination of the following: For postsecondary faculty, must serve a full term in a leadership role in the Faculty Senate (past president, president, and president elect) or must serve a minimum of three years in a leadership role on a committee or committees where members' institutional knowledge is valuable and critical, as defined in the Participatory Governance section of the Agreement; OR, must serve a full term in a leadership role on collateral or non-collateral committees (past chair, chair, chair elect) inclusive of Department Chair, but, with the exception of the Calendar Committee and RPF, as identified in the Participatory Governance article of the Agreement. AND

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus three (3) years teaching experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's Degree, and six (6) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, plus thirty-six (36) credit hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) credit hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Assistant Professor level or equivalent; additionally, a Master's Degree must be completed within three years upon attainment of rank; the timeline for completion of degree will be approved by the supervising Dean and the Academic Vice President. Any timeline beyond three years must be approved by the Academic Vice President.

PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

The following are the minimum duties and responsibilities required of Professor. Some activities may overlap in more than one area.

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a superior standard of teaching.
Provides leadership and assistance to colleagues in becoming more effective teachers.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Reviews, writes or revises curriculum documents.
Participates in the promotions of College programs and recruitment of students.
Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours for postsecondary classes.
Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
Provides leadership in professional development projects.
*Publishes books or articles relevant to their field.
*Serves as a mentor in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

6. *Performs community service in his/her area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR PROFESSOR

Any combination of the following: For postsecondary faculty, must serve a full term in a leadership role in the Faculty Senate (past president, president, and president elect) or must serve a minimum of three years in a leadership role on a committee or committees where members' institutional knowledge is valuable and critical, as defined in the Participatory Governance section of the Agreement; OR, must serve a full term in a leadership role on collateral or non-collateral committees (past chair, chair, chair elect) inclusive of Department Chair, but, with the exception of the Calendar Committee and RPF, as identified in the Participatory Governance article of the Agreement. AND

1. A Doctorate Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Associate Professor level or equivalent, OR
2. A Master's Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and thirty (30) credit hours of related college credits after the granting of the Master's Degree, to include fifteen (15) credit hours at the graduate level, plus eight (8) years of employment in the field of study or related area, of which five (5) years must have been teaching at the Associate Professor level.

NATURE OF WORK FOR NON-INSTRUCTIONAL FACULTY:

Non-instructional 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 non-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 non-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.
- 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.
- 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, ie. application of research and work experience to non-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.

WORK RESPONSIBILITIES FOR SPECIFIC NON-INSTRUCTIONAL FACULTY:

Academic Advisor

Advisement for Apprentices ONLY

- Assists apprentices with admission and registration/provide guidance in course selection in keeping with the apprentice's specific trade.
- Assists apprentices with completion of forms and communicates pertinent procedures and requirements.

Monitors apprentices' academic progress, and develop or maintain apprentices' educational plan.
Works with instructional faculty and other appropriate personnel to identify options for apprentices to satisfy curriculum requirements.
Provides apprentices with degree or certificate information related to their trade.
Assists apprentices transition into a certificate or degree program.

Recruitment

Coordinates resources for recruitment activities for incoming freshmen.
Prepares recruitment or informational packets for distribution to high schools.
Works with other college departments to acquire resources for high school recruitment activities.

Work Experience Coordinator

Provides opportunities for high school students to participate in a monitored, planned and evaluated Work Experience Program related to their program of study.
Recruits students to participate in the Work Experience Program.
Meets with employers to inform and discuss the Work Experience Program and students' needs and progress.
Reviews and processes applications for students interested in the Work Experience Program.
Develops and coordinates learning/training sites for Work Experience students with employer and instructor input.
Monitors, counsels, and advises Work Experience students at the training site.
Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.
Provides feedback on assignments, projects and evaluations concerning the Work Experience program.
Assigns grades to Work Experience students as defined in the Agreement and submits or provides same to appropriate GDOE personnel for input to the student's records.
Meets with industry/government, and community organizations such as: Guam Hotel & Restaurant Association, Guam Contractors Association, Department of Labor, Agency for Human Resource Development and others to establish training and capacity building initiatives, and to coordinate activities for student Work Experience.
Develops Training Agreements, Training Plans, and Memoranda of Agreements to facilitate training opportunities.

School Health Counselor

Provides first aid and nursing interventions for health emergencies, illnesses and injuries that occur on-campus.
Educates and assists in the control of communicable diseases through preventive Tuberculosis and immunization programs, early detection, surveillance and reporting of contagious diseases.

Plans and implements protocol for clients visiting the Health Services Center for management of health problems including the administration of medication.
Maintains, evaluates, and interprets health data to accommodate individual needs of clients.
Develops and revises Health Services Center's policies, procedures, and standing orders.
Maintains communication with the medical advisor as necessary on the health operations of the Center.
Coordinates utilization of existing health resources to provide appropriate care of clients, and makes necessary referrals to parents (for minor clients), school personnel and community health resources for intervention, remediation, and follow through.
Coordinates health screening programs of students in accordance with public law and school policy, and provides follow-up services when indicated. This includes conducting health clearances for school enrollment.
Serves as a resource to employees and students on health issues. This includes serving as a health liaison among school, home, and the community.
Coordinates health audit, prepares and submits statistical reports to the Tuberculosis and Immunization Programs of the Department of Public Health and Social Services as required.

Librarian

Provides reference services to students, employees, and community users.
Provides GCC Learning Resource Center-LRC (library) orientation and bibliographic instruction to individuals and classes.
Serves as faculty liaison for collection development in assigned areas.
Collaborates with other librarians in collection development.
Develops information literacy curriculum units for subject areas, general education requirements, and career and technical programs.
Coordinates library displays and publicizes library programs.
Collaborates in maintaining and developing the library website.
Serves as database manager for the automated library system including the administration, cataloging, circulation, OPAC and library portal modules.
Catalogs and classifies print and non-print materials using the automated library system.
Manages the circulation services of the GCC LRC.

Career Counselor

Postsecondary

Provides counselor intervention services to students.
Provides pre-enrollment counseling to students.
Provides individual and group career counseling to current and prospective students.
Provides educational planning strategies to students.
Provides limited preventive and developmental personal counseling.

Participates in department planning sessions to review, evaluate, and develop department services and activities.
Coordinates student college testing programs (i.e., COMPASS).
Coordinates a multiple intervention process to ensure the educational, personal, and social developmental needs and concerns of the students are addressed.
Coordinates student referrals to appropriate professionals, programs, and/or services in the community.
Coordinates college career development and guidance events (i.e., needs assessment based workshops and presentations, career fairs).
Participates in outreach programs related to career development, guidance, and recruitment.

Secondary

Assists with appropriate placement and retention of students in Career and Technical Education (CTE) programs in the secondary environment.
Provides counselor intervention services to students.
Utilizes the secondary student information system for the purpose of student scheduling and reporting.
Assists with data gathering, and reporting of key findings as appropriate in the secondary environment.
Conducts recruitment presentations to prospective secondary CTE students.
Coordinates elective fairs/promotional events for prospective secondary CTE students.
Provides career counseling and advisement services to CTE students.
Provides secondary CTE students with limited preventive and personal counseling, making referrals to GDOE, GCC, and community resources as appropriate.
Coordinates with other GCC secondary faculty on topics including enrollment, student concerns, data collection, activity, and event planning.
Collaborates with GDOE counselors to recruit, place and retain students, using the secondary student information system as appropriate.
Coordinates with secondary site personnel (e.g. Career Resource Teachers, administrators, aides) to address GCC secondary program student needs.
Provides assistance to GCC and community resources in their efforts to serve secondary CTE students.

DUTIES AND RESPONSIBILITIES FOR NON- INSTRUCTIONAL FACULTY RANKS

NON-INSTRUCTIONAL ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in department assessment.
*Reviews and revises curriculum.
Participates in the promotions of College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
*Serves as a member of at least one committee.
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT INSTRUCTOR

1. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. An Associate's Degree in the field of study or related area, plus professional certification or license from a recognized organization in the field, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus four (4) years of employment in the field of study or related area.

NON-INSTRUCTIONAL INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
*Reviews and revises curriculum.
Participates in the promotions of College programs and recruitment of students.
3. *Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours.
*Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL INSTRUCTOR

1. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education, or six (6) credit hours in CTE methods (A Master's Degree is the minimum requirement for librarians and career counselors); OR
2. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus
 - a. Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
 - b. Six (6) credit hours beyond the Bachelor's degree in a related area or professional education, and three (3) years of employment in the field of study or related area; OR
 - c. Six (6) years of employment in the field of study.
3. An Associate's Degree in the field of study or related area, plus a current professional certification or license from a recognized organization in the field, and twenty four (24) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area.

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
Maintains a high standard of work performance.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Assumes leadership role in department assessment and program evaluation.
Participates in the promotions of College programs and recruitment of students.
*Reviews, writes or revises curriculum documents.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours.
*Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
*Serves as a mentor in the College's mentoring program.
6. *Performs community service in his/her area of expertise or as it relates to the institution.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS
FOR NON-INSTRUCTIONAL ASSISTANT PROFESSOR**

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been at the College's Instructor level or equivalent; and, must show evidence of work consistent with the Advancement in Rank Promotions Criteria in the Agreement within sixty (60) calendar days from the initial date of employment; OR
3. Must serve a full term on a committee as recognized in the Participatory Governance section of the Agreement, AND

A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, and two (2) years at the College's Instructor level or equivalent, Plus (a) or (b) below:

- a. Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area or professional education, or any combination thereof.
- b. Twelve (12) credit hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
Maintains a superior standard of work performance.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Assumes leadership role in department assessment and program evaluation.
Participates in the promotions of College programs and recruitment of students.
Reviews, writes or revises curriculum documents.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours.
Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in faculty development days.
*Serves as a mentor in the College's mentoring program.
6. *Performs community service in his/her area of expertise or as it relates to the institution.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Any combination of the following: For postsecondary faculty, must serve a full term in a leadership role in the Faculty Senate (past president, president, and president elect) or must serve a minimum of three years in a leadership role on a committee or committees where members' institutional knowledge is valuable and critical, as defined in the Participatory Governance section of the Agreement; OR, must serve a full term in a leadership role on collateral or non-collateral committees (past chair, chair, chair elect) inclusive of Department Chair, but, with the exception of the Calendar Committee and RPF, as identified in the Participatory Governance article of the Agreement. AND

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus three (3) years experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's Degree, and six (6) years of employment in the field of study or related area, four (4) years of which must have been at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, plus thirty-six (36) credit hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) credit hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been at the College's Assistant Professor level or equivalent; additionally, a Master's Degree must be completed within three years upon attainment of rank; the timeline for completion of degree will be approved by the supervising Dean and the Academic Vice President. Any timeline beyond three years must be approved by the Academic Vice President.

NON-INSTRUCTIONAL PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

Under general supervision by the Dean and in consultation with the Department Chair:

The following are the minimum duties and responsibilities required of Professor. Some activities may overlap in more than one area.

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
Maintains a superior standard of work performance.
Provides leadership and assistance to colleagues in becoming more effective.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in the promotions of College programs and recruitment of students.
Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college wide deadlines.
Reviews, writes or revises curriculum documents.
*Serves as department chairperson.
3. Shares in the Participatory Governance structure of the College serving on Faculty Senate and/or institutional committee(s).
4. Assists in student advisement:
Advises assigned students.
Is accessible for student consultation.
Maintains office hours.
Advises student activities or clubs or organizations.
5. Identifies and implements a professional development plan:
Participates in relevant workshops.
Participates in relevant professional development activities.
Provides leadership in professional development projects.
*Publishes books or articles relevant to their field.
*Serves as a mentor in the College's mentoring program.
6. *Performs community service in his/her area of expertise or as it relates to the institution.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL PROFESSOR

Any combination of the following: For postsecondary faculty, must serve a full term in a leadership role in the Faculty Senate (past president, president, and president elect) or must serve a minimum of three years in a leadership role on a committee or committees where members' institutional knowledge is valuable and critical, as defined in the Participatory Governance section of the Agreement; OR, must serve a full term in a leadership role on collateral or non-collateral committees (past chair, chair, chair elect) inclusive of Department Chair, but, with the exception of the Calendar Committee and RPF, as identified in the Participatory Governance article of the Agreement. AND

1. A Doctorate Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area, four (4) years of which must have been at the College's Associate Professor level or equivalent, OR
2. A Master's Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and thirty (30) credit hours of related college credits after the granting of the Master's Degree, to include fifteen (15) credit hours at the graduate level, plus eight (8) years of employment in the field of study or related area, of which five (5) years must have been at the Associate Professor level.

This document replaces the job specifications of the Academic Advisor per joint memo dated 20 March 2014 by Dr. R. Ray D. Somera and Frederick Q. Tupaz (Amendment to 2014 Job Specs document)

**WORK RESPONSIBILITIES FOR STUDENT SUCCESS COORDINATOR
(NON-INSTRUCTIONAL FACULTY):**

Recruitment

- Coordinate resources for on-campus recruitment activities for incoming freshman.
- Work with other College departments to acquire resources for high school recruitment activities.

Retention

- Work with departments in supporting retention/completion programs.
- As part of an early alert system, provide student stop-out data to department chairs every fall/spring semester.

Transition

- Work with AIER and departments to identify and provide completion and employment data.

March 20, 2014

TO: All Faculty

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs

Fred Tupaz
Assistant Professor & President, GCC Faculty Union

SUBJECT: Amendment to 2014 Job Specs document

The attached document details the duties and responsibilities of the Student Success Coordinator position (formerly called Academic Adviser). The individual occupying the position will be responsible for the recruitment, retention, and transition of students, in consultation with departments, units, and other stakeholders across the campus, in both secondary and postsecondary environments.

This Job Specs amendment memo will be included as Appendix A-1 of the 2010-2016 Faculty Union Agreement.


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