

4.1.2

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SUBJECT: DUTIES AND RESPONSIBILITIES OF ALL FACULTY MEMBERS

- ◆ Teach organized courses in accordance with the descriptions published in the catalog, course syllabi, and the schedule of classes;
- ◆ Post and hold office hours for student consultation throughout the semester, concluding with the officially scheduled period of final examinations each semester;
- ◆ Counsel students concerning any problem which they may present. Instructors are in a position to render effective counseling and should never lose an opportunity;
- ◆ Serve as academic advisors upon request of the Provost;
- ◆ Assist in the program of registration and orientation of students;
- ◆ Maintain accurate attendance records of all students enrolled in each class and submit reports to the Provost office as stated in the class attendance policy;
- ◆ Emphasize to all the classes the importance of prompt, regular, and continuous class attendance. Give to each student a copy of the syllabus and absentee policy with explanation;
- ◆ At the end of each grading period submit grades on all students to the Registrar's Office;
- ◆ Function as members of faculty committees in developing the instructional program and the educational philosophy of the College;
- ◆ If requested, submit to the Provost at the end of each semester a copy of the final examination in each course;
- ◆ Attend scheduled faculty meetings;
- ◆ Submit to the Provost upon request a syllabus of each course taught with statement of objectives and procedures, and minimum required competencies;
- ◆ Report to the Counselor and/or Provost any problems involving students who need special consideration;
- ◆ Present all problems and recommendations involving the workplace to the Provost through the appropriate Division Chairperson;
- ◆ Cooperate with other instructors in carrying out instructional procedures agreed upon;
- ◆ Recommend textbook changes and submit textbook orders;
- ◆ Notify the Provost and the Divisional Chairperson when it is necessary to be absent from class for medical, personal, or professional reasons. Arrange for classes to be covered by a colleague in the department, if possible;
- ◆ Participate in Convocation and Commencement exercises in full academic regalia;
- ◆ Upon request or as a matter of routine, permit students to see and review graded tests, examinations, projects, papers, performance score sheets, and other such materials that count toward the students' final course grade and explain how the grade was derived, provided the request is made no later than the end of final examinations for the subsequent semester;
- ◆ If penalizing a student for academic dishonesty, the grade of zero must be recorded on the examination, test, project, performance score sheet, or other such materials that count toward the student's final course grade. The student must be advised of the penalty imposition within seven days of the discovery of academic dishonesty. This information must be made available to the student upon request or as a matter of routine;
- ◆ Work well with others in their academic division as well as across the college community;
- ◆ Accept teaching assignments, on and off campus.

Contact for Interpretation: Provost

This policy statement supersedes all previous policy statements on this subject.