



## **DUTIES AND RESPONSIBILITIES OF FACULTY**

The duties and responsibilities of faculty are referenced in the full-time faculty collective bargaining agreement in Article VII, Section A.

### **Responsibilities to the Profession**

Maintain currency and competency in the subject matter, pedagogy, and the instructional technology of his/her discipline through relevant professional development activities.

Acknowledge his/her position as a role model for his/her discipline, for students, and as a representative of the college and exemplify the standards of quality, conduct and ethics appropriate to his/her discipline and professional position.

### **Responsibilities to the Student**

Be available to teach day, evening, and weekend classes and at multiple campuses to ensure scheduling in best interest of students.

Demonstrate an understanding of and commitment to student and community diversity and, as appropriate, reflect diverse elements in instruction and counseling/librarian services.

Plan, prepare, and distribute a current course syllabus for each course section that meets the college standards and includes course requirements, measurable learning outcomes, and grading and evaluation methods. (Article VII, H.)\*

Provide learning-centered instruction that follows the established college curricula, meets students' educational needs, and incorporates current and relevant technology, as appropriate.

Provide student-centered counseling/librarian services that support students in their educational pursuits.

In consideration of students' convenience, schedule, post, and observe a minimum of five (5) hours of student conferences per week, with a minimum of one hour scheduled for each teaching day. (Article VII, D. 2.)\*

Conduct student evaluations of classroom instruction each semester for each course section.

Maintain accurate attendance and scholastic records of students and submit required reports according to established deadlines.

Record and submit final grades. (Article VII, I. 2.)\*

Respond to student communications in a timely manner and remain accessible to students and administrators outside of the academic calendar, regardless of campus presence.

Recognize that academic advisement is an inherent part of a faculty member's responsibility that is enhanced by direct communication between faculty member and student. (Article VII, I. 1.)\*

## **Responsibilities to the College**

Demonstrate knowledge of the vision, mission, core values, and strategic goals of the college.

Contribute to the development and implementation of annual division goals.

Attend fall and spring semester orientation meetings and programs. (Article VII, B.)\*

For instructional faculty, teach 15 semester hour equivalents per semester and a two-semester load of 30 semester hour equivalents. (Article VII, D. 1.)\*

For instructional faculty, maintain a schedule of not less than 25 hours per week for a regular program. (Article VII, F. 3.)\*

For instructional faculty, teach a minimum of four days per week on campus unless an alternate schedule is approved by an appropriate administrator.

For counselors and librarians, work forty hours per week, Monday to Friday, including at least one evening per week and up to two weekend days per standard academic year within the forty-hour work week on an as needed basis (Article VIII, A. 2.)\*

For counselors and librarians, work up to 50 supplementary work days, including at least one evening per week in a five day work week, as requested by counselors/librarians and/or assigned by the appropriate administrator. (Article VIII, A. 3.)\*

Be present on campus for all duties and obligations, including classes, student conference hours, and unit meetings called by the Executive Vice President of Educational Affairs and Chief Learning Officer or appropriate administrator. (Article VII, F. 2.)\*

Participate in extracurricular activities, such as serving as student club advisors, attending student activities, and serving on college committees. (Article VII, D. 3.)\*

As full-time employees of Waubonsee Community College, be available throughout the week for participation in and attendance at student activities/events, college committees, and institutional or division meetings.

Attend and either sit in a designated area or participate in the graduation ceremonies. (Article VII, I. 2.)\*

Notify appropriate supervisor if regularly assigned duties cannot be performed.

Participate in the maintenance, review, revision, and development of curriculum, courses, and programs according to established college policies and procedures, taking into consideration the needs of the community, labor market, and transfer institutions, and convening business and industry advisory councils, as appropriate, to provide input on the relevancy of Career and Technical Education (CTE) curricula.

Develop measurable course and program outcomes that provide evidence of students' knowledge of subject matter and grasp of the skills and competencies necessary for advanced coursework or workplace employment.

To maintain program integrity and preclude conflict of interest, obtain approval for outside employment that involves teaching at another educational institution.

Monitor the appropriate use of college equipment and property and report equipment and facilities issues to the appropriate supervisor.

\*Refer to the current Agreement between the Board of Waubonsee Community College (Community College District #516) and Waubonsee Community College Faculty Council Local #604 for exact language.