

Isothermal Community College Faculty Job Description

Full-time faculty are professional educators with the primary responsibility of providing high quality learning experiences for all Isothermal Community College (College) students. Faculty report to a dean or director and perform instruction-related duties and responsibilities in a timely manner and in accordance with the College's mission, policies, and procedures. As such, faculty members must meet the following expectations:

1. ***Provide appropriate and effective instruction.***
 - a. Teach courses, as reasonably assigned based on institutional guidelines and resources, utilizing various modalities, locations (including campus locations or approved off-campus instructional sites), and schedules deemed necessary to meet the needs of our communities, students, and faculty.
 - b. Provide students with a course syllabus that complies with the approved College syllabus template.
 - c. Use the course description set forth in the North Carolina Community College System Combined Course Library when developing or assessing learning objectives.
 - d. Utilize learning activities that stimulate student involvement, encourage reflection and critical thinking, and consider different learning styles.
 - e. Deliver effective online instruction, where applicable, that adheres to the College's distance education course standards.
 - f. Maintain timely, regular, and substantive interaction with students to include providing feedback.
 - g. Select and/or prepare, in a timely manner, any textbooks, materials, and equipment necessary to meet course objectives. (This may include notifying the library staff and bookstore of needed materials.)
 - h. Submit program and facility needs through the departmental budget request process each fiscal year.
2. ***Stay current in academic disciplines and teaching methodologies.***
 - a. Remain knowledgeable of ongoing developments and practices in professional content area(s).
 - b. Attend professional development opportunities relevant to teaching and learning, subject to time and budgeting availability.
 - c. Complete the Faculty Pathway within three years of full-time faculty employment. (Extensions may be approved by the appropriate dean/director and vice president.)
 - d. Remain proficient with college technology including but not limited to the college's learning management system, Patriot Port, retention and assessment software, email, and program-specific software.
 - e. Adhere to the Family Education and Privacy Act (FERPA) requirements when disseminating student information.
3. ***Support student learning outside of class.***
 - a. Advertise and maintain student hours in accordance with the College's Faculty Workload Policy.
 - b. Provide information to students about the College's supplemental educational resources.
 - c. Make reasonable provisions to accommodate documented individual learning needs.
4. ***Provide effective advising.***
 - a. Assist advisees during course planning and orientation periods.

- b. Advise assigned advisees of degree and/or transfer requirements.
 - c. Collaborate with advisees to develop their academic plan and monitor program progress.
 - d. Make students aware of the College's student services, such as financial aid and counseling, and other resources to support student persistence and success.
5. ***Support the department and the college.***
- a. Collaborate with appropriate individuals to assist in the determination of course schedules.
 - b. Record and report student data in a prompt and accurate manner as required including, but not limited to, census documentation, enrollment verification, attendance records, Veteran's Affairs monitoring, and final grade reports with supporting documentation.
 - c. Attend department meetings.
 - d. Participate in Convocation and required professional development activities.
 - e. Participate in a maximum of two College approved organizational groups; participation in additional groups will be mutually agreed upon by the faculty member and the appropriate dean, director, or administrator.
 - f. Participate in Curriculum graduation exercises wearing appropriate academic regalia.
 - g. Participate in institutional assessment through department, program, general education, and course assessment.
 - h. Develop and implement a Performance Enrichment Plan (PEP) to enhance content knowledge and teaching skills, adjusting as needed for external factors.
 - i. Perform other assignments, consistent with the faculty member's professional abilities, as discussed with the appropriate dean, director, or administrator, in carrying out the College's mission.
6. ***Maintain a collegial relationship with others at the college.***
- a. Respect the work of all College employees.
 - b. Maintain and support an encouraging attitude toward others.
 - c. Communicate professionally.
 - d. Demonstrate productive work habits, punctuality, reliability, and situationally appropriate dress and grooming.
 - e. Maintain a commitment to excellence as expressed in the Isothermal Community College mission, vision, and values.