

POSITION DESCRIPTION: FULL-TIME FACULTY

Reports to: Dean or Director of Academic Area

Purpose of the Position: To provide high quality learning opportunities that assist students in meeting their educational goals and career aspirations.

Basic Function and Responsibilities of Position

Full-time faculty are professional educators with the primary responsibility of providing high quality learning experiences for all Isothermal Community 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 mission, policies and procedures of the college.

The relationship of the faculty member to the student is one of teacher and facilitator of learning to learner.

Characteristic Duties and Responsibilities

The five categories listed below constitute the college's expectations of the faculty member. These responsibilities will be assessed utilizing student evaluations, classroom observations by the supervisor or his/her designee, and the supervisor's formative and summative evaluations.

All activities of the faculty member shall reflect the mission, vision, values and learning focus of the College.

Category I: Facilitating Student Learning

A. Instruction

1. The faculty member will be responsible for the development and presentation of relevant course content for all courses he/she is assigned.
2. The faculty member will make available and review up-to-date course syllabus.
3. The faculty member will utilize active learning methods and use a variety of instructional strategies designed to assist the learner in meeting the objectives of the course. Such activities can include, but are not limited to:
 - a. Cooperative learning
 - b. Experiential learning
 - c. Writing for learning
 - d. Critical thinking

B. Instructional Support

1. In situations where there is not a standard course syllabus, the faculty member will prepare for each course assigned a course syllabus utilizing the standard course syllabus template that outlines clear and reasonable learning outcomes and expectations and which reflects the college general education competencies.
2. The faculty member will use the course description set forth in the common course library when developing or assessing learning objectives.
3. The faculty member will, when developing or assessing course objectives, appropriately integrate:
 - a. Activities to enable students to achieve program competencies and student learning outcomes
 - b. Advisory committee recommendations
 - c. Workplace and career needs
4. The faculty member will arrange for the acquisition and preparation of all materials and equipment in a timely manner necessary to meet course objectives. (All purchases may be limited due to budget availability and by purchasing guidelines. Program and facility needs should be submitted through the departmental budget request process each budget year.) The faculty member is responsible for notifying the library staff of materials that may be needed by students.
5. The faculty member will be responsible for the completion and submission of textbook orders in a timely manner.
6. The faculty member will be available for assisting students in achieving their learning goals, including maintaining office hours in accordance with the faculty workload policy. (Policy 305-01-00BP)
7. The faculty member will be prompt and accurate in the recording and reporting of student data including but not limited to:
 - census documentation
 - enrollment verification
 - attendance records
 - final grade reports with supporting documentation

Category II: Service to Isothermal Community College

1. The faculty member will demonstrate a commitment to the Mission and Values of the College. (Policy 101-01-00BP and Community of Learners Brochure)
2. The faculty member will actively participate in college committees and/or college-wide activities as elected or assigned.
3. The faculty member will be supportive of students' learning goals by:
 - a. Focusing on student learning outcomes
 - b. Taking into account the needs and abilities of the students

- c. Becoming familiar with the college's academic and learning support services
 - d. Making reasonable provisions to accommodate documented individual learning needs
 - e. Enforcing the academic integrity policy of the college
4. The faculty member will provide academic advising and assist in the registration process.
 5. The faculty member will participate in graduation exercises wearing appropriate academic regalia.
 6. The faculty member will participate in institutional assessment through department, program, general education and course assessment as defined in the College Assessment Manual.
 7. The faculty member will be required to perform other assignments, consistent with his/her professional abilities, as assigned by an appropriate dean, director or administrator in carrying out the mission of the college. These duties include, but are not limited to:
 - a. Working with the community in meeting the learning needs of our service area when requested
 - b. Assisting adjunct or new instructors when requested

Category III: Professional Development

1. The faculty member will remain abreast of ongoing developments and practices in his/her professional content area(s).
2. The faculty member will develop and update a Performance Enrichment Plan (PEP) to enhance content knowledge and teaching skills.
3. The faculty member will seek opportunities to enhance skills in the utilization of active learning methods and instructional strategies. (Travel and training may be limited by budget constraints.)
4. The faculty member will be expected to complete an approved active learning course within the first year of his/her employment unless otherwise approved by an appropriate Dean/Director and Vice President.
5. The faculty member will participate in activities on convocation and scheduled professional development days.
6. The faculty member will remain current on college technology such as Patriot Port, email and program specific software. (Travel and training may be limited by budget constraints.)
7. The faculty member will be aware of the Family Education and Privacy Act (FERPA) privacy requirements when disseminating student information. (Policy 601-02-07AP)

Category IV: Interpersonal Skills

1. The faculty member will consistently interact with students, peers, and administrative and support staff in a timely, fair and professional manner. This may be evidenced by but not limited to:
 - Receptiveness to input from others
 - Positive feedback to others
 - Constructive work relationships
 - Solicitation of ideas
 - Responsiveness to the ideas and concerns expressed by others
2. The faculty member will express needs, problems, and ideas through professionally appropriate communication.

Category V: Professional Behavior

1. The faculty member will consistently demonstrate:

- Motivation and productive work habits
- Commitment to excellence as expressed in the College mission, vision and values
- A positive, cooperative and supportive attitude toward others
- Situationally appropriate dress and grooming
- Punctuality
- Reliability when performing assigned tasks