

Full-Time Faculty Handbook for Compensation and Workload

Appendix 1: Full-Time Faculty Job Description

SALT LAKE COMMUNITY COLLEGE

GENERAL JOB DESCRIPTION

POSITION TITLE: Full-Time Faculty

Reports to: Academic Administrator

JOB SUMMARY/BASIC FUNCTION: Regular full-time faculty members teach assigned classes in accordance with established guidelines and policies and participate in advising, committee assignments, other academic and institutional support activities, and supervisory responsibilities as assigned.

EDUCATION AND EXPERIENCE: Per departmental accreditation standards and professorial rank procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

(In accordance with discipline and SLCC departmental standards and expectations)

Essential Job Duties

- a. Become familiar with, and abide by, all college policies with immediate priority given to those policies that govern interactions with colleagues, staff, administrators, and departments throughout the organization.
- b. Maintain professional etiquette in communications with students, staff, faculty, and administrators.
- c. Work closely with department peers and administrators to understand processes and procedures that lead to becoming a successful teacher and contributing member of the academic unit.

Teaching

- a. Creates an effective, supportive learning environment for students regardless of the delivery method.
- b. Teaches courses consistent with department procedures, appropriate Course Curriculum Outline (CCO), and catalog description.
- c. Provides each student with a syllabus (paper or online) at the first class meeting that complies with department procedure and the CCO.
- d. Teaches assigned classes at the scheduled time and place and meets during required contact hours.
- e. Demonstrates the incorporation of active and applied learning in courses taught (hands-on and engaged activities).
- f. Provides appropriate and timely feedback for all assignments.
- g. Promotes the development of critical thinking among students.

- h. Actively participates in the update and production of new curriculum development and related activities as a contributing team member of the program area, department, campus, college, and state.
- i. Maintains and posts teaching schedule. Maintains significant campus presence to respond to instruction and daily needs of students, departments, college, and community. Meets with students outside of class – a minimum of 5 hours/week in person or online.
- j. Is available to teach courses at times directed by the academic needs of the program and availability of staffing pool. The department recommends final teaching assignments with the final decision by the Academic Administrator.
- k. Returns graded assignments in a timely fashion per department standards.
- l. Consistently improve course quality, design and course integrity through participation in the college-wide assessment of student learning.
- m. Maintains student attendance records (for Financial Aid purposes) and grades.
- n. Conducts a variety of appropriate evaluations of student performance. Informs students of progress to date periodically and assigns and submits grades by published deadlines.
- o. Assists in maintaining a safe and mutually respectful instructional environment. Prepares and submits incident reports to the Dean of Student Services for inappropriate student behavior as defined by the Code of Student Rights and Responsibilities Policy.
- p. Uses appropriate resources and technology in the delivery of courses.
- q. Collaborates with colleagues for instructional improvement.
- r. Maintains professional and collegial behavior.
- s. Coordinates and supervises internships and clinical experiences for students as assigned.
- t. Responds to voicemail and email communication promptly (generally within 1-2 contract days).
- u. Meets deadlines.
- v. Maintains professional appearance as defined by the discipline and/or College procedure.
- w. Partners with the college to provide innovation to improve the learning environment.
- x. Promotes support for the mission, vision, values, and goals of the College by incorporating culturally-competent pedagogy and inclusivity practices.

Professional Activity

- a. Maintains necessary educational credentials, professional skills, and demonstrated teaching competencies consistent with department standards.
- b. Solicits feedback and implements suggestions from students and peers when appropriate.
- c. Expands knowledge in discipline and teaching craft on an ongoing basis.
- d. Promotes the professional development of peers/colleagues through recognized professional activities (in-service activities and the presentation of conference papers and/or publications, and other methodologies appropriate to the teaching field), as

- approved by departments.
- e. Participates in the collegial mentoring relationship, serving as a mentor and/or mentee in the department and college.
- f. Engages in local, state, and/or national professional organizations appropriate to the faculty role.
- g. Serves community partners as content area experts when needed.
- h. Completes required training and participates in professional development.

Service to the College

- a. Provides service to the institution through appropriate participation in academic and campus committee assignments; offers adequate service on at least one department, school, or college-wide committee.
- b. Promotes, models and exhibits the College Values with colleagues, students, and community stakeholders.
- c. Responds to discussions and requests for department work in a timely manner (e.g., answers email, completes task assignments, etc.).
- d. Mentors new faculty as assigned.
- e. Serves on tenure sitting committees for department colleagues when appropriate.
- f. Knows and enforces FERPA guidelines and other pertinent federal regulations.
- g. Assists in maintaining a safe and secure campus environment.
- h. Reviews and recommends program textbooks and/or materials.
- i. Attends Convocation, Professional Development Day, Commencement, and other institutional meetings (e.g., department meetings).
- j. Handles/responds to student concerns/complaints.
- k. Assumes an active role in the student advising process, formal and/or informal, per departmental guidelines.
- l. Meets with and updates the counseling office; updates and maintains advising materials per departmental guidelines.
- m. Develops and/or participates in student recruitment and retention strategies. (Career and Majors Fair, Pathways to Professions, informal outreach, etc.).
- n. Assists with the assessment of credit for prior learning as needed.
- o. Participates in the formulation and implementation of department initiatives.
- p. Evaluates and revises program offerings/materials on an ongoing basis and develops new curricula as needed.
- q. Participates in strategic planning and monitors the institutional effectiveness and accountability process.
- r. Provides leadership and instructional integrity through classroom observation, mentoring, and evaluation of part-time employees or serving on tenure sitting committees as needed. Participates in state-level issues as requested.
- s. Reports maintenance issues for classrooms and equipment to appropriate authorities.
- t. Maintains inventory, if appropriate, of equipment, tools, supplies, and storage/disposal of hazardous materials required for classes and request appropriate equipment repair.
- u. Actively participates in the informed budget process.

- v. Identifies budgetary needs and priorities within the program as applicable.

Note: Departments may add specific subject-related language to departmental job descriptions, however, the language in this general job description may not be deleted.