

Full-Time Faculty Handbook for Compensation and Workload

Appendix 1: Full-Time Faculty Job Description

GENERAL JOB DESCRIPTION

SALT LAKE COMMUNITY COLLEGE (UG)

POSITION TITLE: Full-Time Faculty

Reports to: Academic Administrator

JOB SUMMARY/BASIC FUNCTION: All full-time faculty teach assigned classes established by the SLCC Full Time Faculty Handbook for Compensation and Workload and the Academic Freedom, Professional Responsibility and Tenure Policy in a manner that reflects the mission and values of Salt Lake Community College. Tenured and tenure-track faculty participate in teaching, professional activities, and college service.

EDUCATION AND EXPERIENCE: Defined by departments to meet accreditation standards and departmental needs.

KNOWLEDGE, SKILLS AND ABILITIES: Defined by departments to meet accreditation standards and departmental needs.

Essential Job Responsibilities

- a. Provide effective student-centered instruction and assessment.
- b. Alongside department colleagues, build a process of continuous quality improvement for relevant programs.
- c. Comply with all college employee policies and procedure.
- d. Comply with the Academic Freedom, Professional Responsibility, and Tenure policy.
- e. Comply with FERPA policy and other pertinent local, state, and federal regulations.
- f. Maintain professional communication etiquette with students.
- g. Become a contributing member of the academic unit by engaging in collegial communications and working closely with colleagues and academic supervisors to enhance student success.
- h. Maintain a meaningful on-campus presence to enhance community, serve students on campus, and collaborate with colleagues. Campus presence can reflect teaching, professional activities, and/or service as established with the academic supervisor.
- i. Work to address student issues as outlined in the Code of Student Rights and Responsibilities.
- j. Engage in shared governance.
- k. Engage in and contribute to curriculum development and/or process.
- l. Engage in course and program assessment.
- m. Engage in the faculty evaluation process annually.
- n. Attend, and participate in, required meetings and events, including Convocation, Commencement, SLCC 360, and department meetings.
- o. Promote the mission, vision, values, and goals of the College through inclusive teaching, professional activity and service.

Expectations for Effective Teaching

- a. Create a learning environment focused on student success for each modality taught.
- b. In the case of online instruction, facilitate regular and substantive interaction in online courses conducted and observable in the official LMS.
- c. Teach courses consistent with institutional and department standards, appropriate Course Curriculum Outline (CCO), and catalog description.
- d. Use the college-approved syllabus platform to inform students of course policies and learning outcomes.
- e. Teach classes assigned by the academic supervisor per the published class schedule adhering to days, times, and duration.
- f. Demonstrate the incorporation of active and applied learning in courses taught.
- g. Provide appropriate feedback for all assignments that allows students to progress in the course.
- h. Maintain current grades in the college learning management system (LMS e.g. Canvas).
- i. Use the LMS communication tool as the primary tool for course communication with students.
- j. Responds to instruction and daily needs of students, departments, college, and community.
- k. Be available to meet with students outside of class a minimum of 5 hours/week for student consultation hours. Availability should reflect modality of class and utilize online tools to maximize student access.
- l. Consistently improve pedagogy, course quality, design, and course integrity in response to course, program, and/or college-wide assessment of student learning.
- m. Maintain student last day of attendance (for Financial Aid purposes).
- n. Conduct formative evaluations of student performance by the last day to drop.
- o. Publishes course schedule, assignment due dates, late and grading policies, and communication expectations in the learning management system.
- p. Assist in maintaining a safe and mutually respectful instructional environment. Prepare and submit incident reports to the Dean of Student Services for inappropriate student behavior as defined by the Code of Student Rights and Responsibilities Policy.
- q. Use appropriate resources and technology in the delivery of courses.
- r. Respond to student communication promptly (generally within 1-2 working days) and have a communication plan posted in the LMS with response times.

Expectations for Professional Activity and Development

- a. Stay current in field and maintain necessary credentials, professional skills, and teaching competencies consistent with department standards.
- b. Collaborate with colleagues by soliciting feedback and responsive to suggestions from students and colleagues on pedagogy and the learning environment.
- c. Engage in discipline-specific activities.
- d. Expand knowledge of teaching practices to enhance student learning and success.
- e. Participate in mentoring relationships, serving as a mentor and/or mentee in the department and college.
- f. Participate in mandatory departmental and college professional development.

Expectations for Service to the College

- a. Provide service to the institution through appropriate participation in academic and college committee assignments and departmental and college need.

- b. Tenured faculty serve on tenure sitting committees for colleagues; provide leadership and instructional integrity through classroom observation and mentoring.
- c. Work with department to review and recommend program textbooks and/or materials.
- d. Engage in the student advising process, formally and/or informally as needed,
- e. Develop and/or participate in student recruitment and/or retention strategies.
- f. Assist with the assessment of credit for prior learning as needed.
- g. Participate in the formulation and implementation of department initiatives.
- h. Mentor and provide formative feedback to adjunct faculty.
- i. Serve community partners as content area experts as appropriate.
- j. Maintain inventory, if appropriate, of equipment, tools, supplies, and storage/disposal of hazardous materials required for classes and request appropriate equipment repair.
- k. Actively participate with department in the informed budget process by identifying budgetary needs, priorities, and opportunities to reduce or reallocate existing funds.
- l. Other activities as needed for the department, school, or institution.