

### **Area 1 Responsibility for Curriculum**

**As content experts, the faculty is responsible for establishing quality and improving the instructional courses and programs within their areas of responsibility and expertise. This may be accomplished through:**

- Identification of appropriate competency levels and measurable student learning outcomes at the course, program, and institutional levels
- Development and evaluation of courses and programs
- Alignment of classroom curriculum with current course SLOs
- Ensuring accurate outcome data is being collected for each course taught

### **Area 2 Responsibility for Teaching and Learning**

**To ensure delivery of high quality instruction and that all programs are offered at appropriate levels of breadth, depth, rigor, sequencing, time to completion, and synthesis of learning, the faculty is responsible for:**

- Performing essential duties and responsibilities as outlined on current job description
- Delivering engaging instruction for student mastery of course and program learning outcomes
- Providing recommendations related to the criteria used to determine that programs are offered at the collegiate level
- Producing student learning outcomes

### **Area 3 Responsibility for Assessment of Learning**

**To ensure the continuous quality improvement of courses and programs and to increase student learning, faculty are responsible to assess student achievement of student learning outcomes at the course, program, and institutional levels and use assessment results to identify and implement improvements. This is accomplished through:**

- Reviewing course outcome data on a weekly basis
- Adjusting course content and delivery based on outcome data
- Reviewing effectiveness of course assessment tools upon completion of each course

### **Area 4 Responsibility for Academic and Professional Development**

**As content experts, the faculty is expected to stay current in their respective areas of responsibility and expertise and to use their knowledge to support the achievement of the College's mission and goals as well as to address identified teaching/learning needs. This may be accomplished through:**

- Mentoring other faculty members
- Regular participation in professional development opportunities
- Organization, implementation and/or facilitation of professional development opportunities
- Establishing and maintaining effective collaborative working relationships with colleagues and other College personnel
- Maintaining current knowledge in the field, vocation or profession

### **Area 5 Responsibility to Program**

**The faculty is required to regularly evaluate the relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans of the courses and programs within their areas of responsibility and expertise. This is accomplished through:**

- Analyzing program assessment data quarterly
- Attending department and division meetings
- Participation in Academic Program Review
- Participation in Curriculum Conferences
- Participation in advisory board meetings
- Fulfilling administrative responsibilities at the program level

### **Area 6 Responsibility to Service Departments**

To ensure that students are offered services that meet their identified needs and enhance a supportive learning environment, the faculty is responsible for providing input and/or recommendations for improvement to Non-Instructional Student Service Departments. This may be accomplished through:

- Participation in Non-Instructional Student Services Program Reviews
- Engaging in effective dialogue with members of Non-Instructional Student Services Departments and Campus Administration concerning the quality and effectiveness of services that support student access, progress, learning and success and identifies/recommends specific improvements
- Providing information that will assist Non-Instructional Services Departments with the selection of appropriate educational equipment and materials required to facilitate and support the teaching/learning process

### **Area 7 Responsibility to Campus**

**To ensure the effective operation and productivity of each campus, the faculty is responsible to:**

- Fulfill administrative responsibilities at the campus and course levels
- Sponsor or supports student organizations
- Participate in diversity and community projects sponsored by the campus
- Attend faculty meetings

### **Area 8 Responsibility to College**

**The faculty is responsible for contributing to the achievement of the College's mission and goals; participation in institutional responsibilities and other activities appropriate to their expertise. This may be accomplished through:**

- Compliance with College policies and procedures
- Contribution to the College shared governance process through committee/focus group membership
- Contribution to the College shared governance process by contributing to surveys and open dialogue
- Fulfilling administrative responsibilities at the college level