

# Statement of Faculty Responsibilities

## Area 1 Responsibility for Curriculum

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

- Identifying appropriate competency levels and measurable student learning outcomes at the course, program, and institutional levels
- Developing and evaluating courses and programs
- Aligning classroom curriculum with current course SLOs
- Contributing to curriculum improvement based on evaluation of curriculum

## 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, faculty are responsible for:

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

## 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 an ongoing basis
- Adjusting course content and delivery based on outcome data
- Reviewing effectiveness of course assessment tools and implement improvements regularly
- Ensuring accurate outcome data is being collected for each course taught

## Area 4 Responsibility for Academic and Professional Development

As content experts, faculty are 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
- Participating in professional development opportunities regularly
- Organizing, implementing and/or facilitating 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

Faculty are 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 regularly
- Attending department and division meetings
- Participating in Academic Program Review
- Participating in Curriculum Conferences

- Participating in advisory board meetings

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

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

- Identifying and recommending improvements to Non-Instructional Student Services Departments and Campus Administration concerning the quality and effectiveness of services that support student access, progress, learning and success. Participating in Non-Instructional Student Services Program Reviews as requested (student center, financial aid, career services, facilities, etc.).

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

**To ensure the effective operation and productivity of each campus, faculty are responsible for:**

- Supporting student organizations
- Participating in diversity and community projects sponsored by the campus
- Attending faculty meetings

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

**Faculty are 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:**

- Complying with College policies and procedures
- Contributing to the College shared governance process through committee/focus group membership
- Contributing to the College shared governance process through participation in surveys and open dialogue

***Approved by the Board of Governors September 2011***