

Instructors are expected to carry out the faculty responsibilities necessary to provide the highest level of student achievement. While it is impossible to enumerate specifically all duties and responsibilities, the following are provided as a framework. This enumeration does not preclude the designation of such other duties of a professional nature as may be deemed desirable.

1. Teach such classes as assigned by the chief academic officer or his designated representative.
2. Provide students with such educational, vocational, and social counseling as they feel will constitute positive motivation for the educational progress of the student, including referral to appropriate resources such as student services advising, etc.
3. Assist in compiling a list of all texts, workbooks and other material which students must purchase. This is to include authors, titles, publishers, dates of publications, etc.
4. Assist in the preparation and development of courses and materials for new or revised programs. A copy of the current course syllabus for each course will be submitted to the chief academic officer or designated representative.
5. Prepare a request for all instructional materials, audiovisual aids, and supplies.
6. Report grades and other such information as may be requested.
7. Prepare requests for maintenance and repair of laboratory or equipment related to their field work.
8. Attend such divisional meetings as may be called by the division chairperson and/or faculty meetings called by the chief academic officer.
9. Arrive at the classroom prior to the scheduled class time and meet each class for the entire scheduled period except for compelling considerations in which case, the immediate supervisor is notified.
10. Notify the division chairperson, chief academic officer or assistant when it is necessary to be absent from campus during hours of regularly scheduled responsibilities.
11. Spend such time on campus each day as may be necessary to fulfill all professional obligations and willingly assume the various responsibilities including committee

participation, which normally constitute a teaching assignment. This includes such functions as private conferences, follow-up on student progress, and preparation of materials for class work. Time spent on campus should be at least 30 hours per week for full-time instructors. This is to include regularly scheduled office hours.