


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>			Procedure IN_103
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			Last Revision Date: 12/15/14
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Section	Faculty Job Expectations	Subject	Title: Faculty Job Expectations

**PURPOSE**

Louisiana Delta Community College follows the **LCTCS policy 1.038 Rights, Duties, and Responsibilities of Academic Staff** (see below).

**Duties of Academic Staff:** Each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which the System exists: instruction, workforce and economic development, and public service. Those members of the academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.

**Responsibilities of Academic Staff:** It is a basic principle that every member of the academic staff, of whatever rank, shall be held responsible for competent and effective performance of his/her duties.

**Job Expectations for Louisiana Delta Community College Instructional Faculty**

Faculty members must carry out their duties and responsibilities in a professional, ethical and collegial manner that enhances the purposes of the College. Job expectations for full-time faculty include the following:

**DUTIES AND RESPONSIBILITIES:**

**1. Teaching**

- Teach a load of 15 credit hours per semester or 30 clock hours per week.
- Plan, develop, and use effective teaching methods and materials which assist students in meeting course objectives, are appropriate for students with diverse educational and experiential backgrounds and learning styles, and engage the students in learning.
- Classes may be day, afternoon, evening, and/or weekends.
- Maintain regular office hours, grade records.
- Respond to requests for information in a timely manner.

- Attend and participate in faculty meetings.
- Design and develop curriculum within state and accreditation body guidelines.
- Provide support for associate faculty.
- Assist in assessment and placement of students in appropriate classes.
- Participate in student recruitment, placement, advisement, and serve on college committees.
- Identify student learning outcomes: develop processes and tools for assessment; incorporate results in order to modify instruction and materials in coordination with colleagues.

## **2. Professional Development**

- Maintain high standards of competence in the discipline(s) and teaching methodologies through professional development activities.
- Review, evaluate, reflect, and revise program curricula and teaching methods through a self-evaluation process of self- reflection.
- Meet or exceed professional standards, state-mandated guidelines, requirements of business/industry, and higher education, as appropriate to the discipline(s).

## **3. Service**

- Actively participate in college meetings and/or committees, task forces, and councils.
- Participate in college-related activities such as registration, community education, and recruitment of students, student retention, and faculty selection.
- Participate in college activities for students/student organizations to aid in retention.
- Participate in business and community activities that foster goodwill and promote the mission and values of the college.
- Participate in activities required to maintain program and college accreditation standards.
- Participate in setting departmental goals, in developing college budgets that support the goals, and in planning for achieving those goals.
- Promote and maintain departmental affiliation agreements and other partnerships.
- Other duties as assigned.