

ALAMO COMMUNITY COLLEGE DISTRICT

TEACHING FACULTY POSITION DESCRIPTION


Teaching faculty are professional educators who have the primary responsibility of fulfilling the District mission of providing a quality education for all students attending the colleges. Faculty categories include full-time, temporary with benefits, and temporary without benefits. Full-time faculty members are classified according to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. Advancement in rank comes as a recognition of excellence in teaching, research, public service, and professional growth. Faculty members are responsible to a department/program chairperson. The relationship of the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning.

DUTIES AND RESPONSIBILITIES

1. Maintain annually-updated course syllabi and provide each student with a written statement of course requirements at the beginning of the semester including texts, course content and competencies, and evaluation.
2. Prepare course materials; use appropriate teaching techniques including delivering lectures, leading discussions, and conducting laboratory demonstrations; and perform other activities which are related to and meet the requirements of the courses.
3. Conduct evaluations of student performance and assign grades on the basis of such evaluations.
4. Maintain records of student attendance and grades according to college and State policy.
5. Maintain a posted minimum of ten office hours a week and be available for student conferences and tutoring.
6. Responsible for the development and revision of course content, textbook/equipment selection, instructional materials, and teaching assignments/scheduling.
7. Responsible for administering student surveys in classes as prescribed by district procedure and discussing results with departmental chair.

Date: January 1, 1992

Policy Reference: DDA LOCAL


Signature of Chancellor

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8. Participate in the development and implementation of articulation programs and agreements and promote student participation in such programs.
9. Provide students with academic and career advisement and assistance in transferability as appropriate.
10. Work with students and employers in occupational settings, on-the-job training, practicums, internships, and similar work-related situations as needed.
11. Maintain professional skills and subject expertise through continual study and research in discipline and through involvement in professional organizations.
12. Donate academic expertise in the local, state or national community when appropriate to fulfill the community relations goals of the District.
13. Serve on department, college, and district committees as needed to assist in policy development, promotion or tenure review, and other matters to benefit the District.

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