

## **Appendix D: Faculty Duties and Responsibilities**

The Faculty duties and responsibilities will be reviewed regularly and adjusted as the need arises under the supervision of the Provost.

The duties and responsibilities of the Pima Community College Faculty place the highest priority on providing outstanding educational opportunities for the community and promoting an effective learning environment for the students of Pima Community College. The Faculty also provide critical assistance to Administration in developing and implementing College Policies and Procedures. Faculty may have involvement in academic and student disciplinary matters as referenced in the Student Code of Conduct. Faculty members are expected to conduct all duties and responsibilities with integrity and in accordance with all applicable federal, state and local statutes and the College's policies, procedures and regulations.

Duties and responsibilities include, but are not limited to, the following:

### **General Duties**

- Commits to and supports the philosophy, mission and goals of the Pima County Community College District.
- Demonstrates commitment to student success.
- Maintains currency in practices, trends, and research related to area of specialization or assignment.
- Completes training (offered on-line and/or face-to-face) required by the College.
- Participates in the Student Learning Outcomes Assessment process at the course, program and College-wide levels and provides required documentation.
- Participates in continuous improvement by engaging in a program of professional development.
- Participates in the development and implementation of applicable policies and procedures.
- Participates and engages in the program review process.
- Participates and engages in curriculum review.
- Attends Faculty meetings and other College, campus, department, discipline/program or committee meetings as appropriate.
- Participates in all College, campus, departmental, programmatic and Faculty self-evaluation processes.
- Demonstrates efficient and proper use of College resources.
- Assists with appropriate extra and co-curricular activities as requested or assigned.
- Complies with official reports, requirements and deadlines established by the College.
- Establishes and maintains appropriate working relationships with members of the College community.
- Performs other job-related duties and responsibilities as assigned.

### **Student Learning Outcomes**

#### **Definition**

In accordance with The Higher Learning Commission Criteria for Accreditation, Criterion Three: Student Learning and Effective Teaching (the institution provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its mission), Pima Community College defines student learning outcomes (SLOs) as the knowledge, skills, and values students are expected to attain

upon completion of a program, activity, course or project at the College. Through their College experiences, Pima students will enhance their abilities to learn, communicate, innovate, participate, and aspire. Specific outcomes, and their assessment and analysis, are determined by discipline Faculty for each course and program. The College is committed to achievement of these outcomes at the course, program, and college level. Assessment and analysis of SLOs will contribute to the continuous improvement of the courses and programs at the College and of the College as a whole.

### **Student Learning Outcome Duties**

All Faculty are required to participate in the determination of specific outcomes for courses and programs appropriate to their discipline, as well as the assessment, analysis, implementation of curricular or programmatic change, and reassessment of those outcomes for each course and program.

### **Instructional Faculty**

#### **Classroom/Course Duties**

Instructional Faculty provide instruction and conduct classes in accordance with the Mission and Values of the College and within the scope of a defined course of study. Instructional Faculty prepare and keep current course policies, syllabi, class presentations, assignments, as well as student outcomes and evaluation instruments for their specific disciplines. They provide course requirements, attendance requirements, grading criteria and office hours to students in writing. Instructional Faculty provide instructive feedback and evaluate student progress based upon performance of official course objectives in a manner consistent with the grading policy of the College using the criteria specified in the syllabus. They adhere to published class schedules by meeting and teaching all classes as assigned. They manage and maintain an appropriate classroom environment. They post and maintain office hours throughout the assigned workweek and maintain academic and student records as required by the institution.

#### **Departmental/Discipline Duties**

Instructional Faculty collaborate on the development, review and revision of curriculum, including the Student Learning Outcomes process, and operational procedures in relevant subjects or disciplines. They provide support to their discipline leadership in the identification and recommendation of qualified Adjunct Faculty and in the selection of textbooks and course materials. Instructional Faculty participate in program review and student outcome assessment activities.

#### **Advising and Student Development Duties**

Instructional Faculty provide on-going academic advising, both general and/or subject specific, to current and prospective students. Faculty may participate in advising workshops to remain current and to provide students with accurate advising information. Up to five days of advising or other student development activities may be assigned as part of a Faculty member's regular assignment and are defined in the Unit Guide: Non-teaching days of accountability for Instructional Faculty.

### **Educational Support Faculty: Counselors**

#### **Counselor Duties**

Counselors educate students in the pursuit of their personal, academic and career goals. Counselors are trained to understand students with diverse backgrounds and experiences and to help students conduct realistic self-appraisals. Counselors maintain current knowledge of professional counseling issues as well as legal and ethical issues related to counseling. In response to changing demographics, technological and evolving community needs, counselors provide instruction,

leadership and support in the development of new and enhanced student success and retention programs.

Counselors promote student self-efficacy, sound decision-making, responsible behaviors, and respect for self and others. Counselors guide students in making major decisions regarding careers and college plans, by interpreting personality and interest inventories, facilitating goal setting, goal attainment, and values clarification. Counselors assist students with attaining educational success by assessing their academic progress, learning, and life management skills, and by offering strategies that improve student academic experiences.

Personal counseling is short-term and counselors focus on issue assessment, problem solving, and decision making processes as they relate to the student's academic, career, and personal goal achievement. Counselors respond to students in crisis with intervention, stabilization, and referral. If the Counselor determines a student requires services beyond those provided by the College, or authorized by the Counselor's job duties, then referral is made to community based agencies and/or therapeutic services.

### **Instructional Duties**

Counselors may teach a course which is directly related to his/her job assignment as approved by their supervisor. Counselors participate in the development, review, and revision of Student Success curriculum and operational procedures. When teaching, Counselors fulfill the same classroom, course and departmental duties as the Instructional Faculty.

### **Advising and Student Development Duties**

Counselors provide on-going academic advising to currently enrolled and prospective students. They share in the development and delivery of new student orientation programs as well as other programs targeting special populations and student retention. Counselors act as resources for Faculty and staff in the areas of counseling and student success.

## **Educational Support Faculty: Librarians**

### **Professional Role**

#### **Librarian Duties**

Librarians assist students, Faculty, staff and administrators in accessing reliable, accurate information through a variety of avenues. Librarians provide in-depth and one to one research and reference consultations. Librarians produce traditional and web-based bibliographies and pathfinders.

Librarians develop, assess and maintain the library collection as a resource for students, staff, Faculty and administrators. Librarians review, adjust, and implement the Pima Community College District Collection Development Policy.

#### **Instructional Duties**

Librarians provide information literacy instruction designed to support self-directed, self-sufficient learning in a variety of settings and in a variety of instructional modalities. Librarians may team teach or provide instructional support to subject area Faculty.

### **Advising and Student Development Duties**

Librarians may participate in new student orientations, academic advising activities, workshops, and training sessions based on student and/or campus needs.