

APPENDIX D

INSTRUCTOR

Introduction:

Instructors are members who are assigned a majority (i.e., 50% or more) of their time in the classroom or closely related activities.

The duties of the instructional faculty consists of classroom assignments or closely related activities, and other responsibilities which are necessary for the effective and efficient operation of the member's department, division, college and District that total a load factor of 1.00 each semester in accordance with Article 17.

Duties and Responsibilities:

Instructional duties and responsibilities are assigned in accordance with Article 18 and may consist of one or more of the following:

Provide instruction for assigned courses. This includes preparation, in-class activities, evaluation of students' work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.

1. Maintain accurate class and other records.
2. Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
3. File a syllabus for each course with the appropriate division offices.
4. Post and maintain office hours each week in accordance with Article 17 for full-time faculty and Article 100.7 for associate faculty.
5. Provide each student with a current course syllabus as required by Title 5, which includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
6. Refer students to appropriate college resources.
7. Assist students by providing advice on requirements for successful achievement in the members' area of expertise.

In addition to the instructional duties and responsibilities outlined above, members are expected to perform institutional responsibilities as delineated in Articles 17 and 21.

Board Approved Revisions (Title, Introduction, Duties and Responsibilities): April 16, 2009