
APPENDIX D

LAB FACULTY SPECIALIST

Introduction:

Lab Faculty Specialists are members who are assigned a majority (i.e., 50% or more) of their assignment to perform direct instruction of students in laboratory courses and/or in learning assistance/tutorial centers.

The duties of the lab faculty specialist faculty consist of assignments related to instructing students in an instructional environment; assisting in the supervision and management of lab activities; coordinating and scheduling use of equipment and supplies; and training support staff that total a minimum of thirty-two point eight (32.8) hours per week in accordance with Article 17. All duties that are supervisory in nature are incidental to the professional instructional duties listed within this job description.

Duties and Responsibilities:

Lab faculty specialist duties and responsibilities may consist of one or more of the following:

1. Perform direct instruction of students in laboratory courses, and/or learning assistance/tutorial centers. Lab faculty specialists who are the instructor of record in laboratory courses shall have their assignment based on the load for the course in accordance with Article 17 (not on hours).
2. Maintain accurate class, department, and other records conforming to state requirements and stated district and college needs.
3. Participate in the Program Review 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.
4. Submit, when due, all necessary reports, such as attendance, grade reports, budget reports, rosters, class, and office schedules.
5. Assist in the recruitment, hiring, orientation, and evaluation of full-time associate, and substitute instructors and staff.
6. Assist the Division Chair or supervising administrator in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
7. Assist the Division Chair or supervising administrator in the preparation of class schedule(s) for the department/program and in the final preparation of the published schedule. If appropriate, plan and implement a WSCH/FTE Plan of Action for the open lab courses within the department.
8. Assist in the preparation of the semester work schedule for faculty and staff.

9. Assist in the preparation and monitoring of the appropriate aspects of the department's budget and discuss periodically with the Division Chair/supervising administrator.
10. Act as a facilitator relative to student, staff, administrative, and public concerns and inform the Division Chair or supervising administrator of the nature, status, and action taken.
11. Establish and maintain a close liaison with appropriate campus departments to keep abreast of the instructional and education needs, and coordinate the open lab program's efforts to meet those needs.
12. Represent the respective instructional department, when necessary, at Board of Trustees' meetings and on district and college committees.
13. Assist the Division Chair or supervising administrator in administering the District's policies and procedures, including compliance with all bargaining unit agreements.
14. Assist the Division Chair or supervising administrator in the preparation and administration of annual budgets for the assigned area; review and approve expenditures according to established District policies and procedures.
15. Assist the Division Chair or supervising administrator in developing, maintaining, and coordinating the use of supplies inventories, equipment, site licenses, and software in computer labs and related classrooms; assist the Division Chair or supervising administrator in diagnosing/identifying and repairing software and equipment malfunctions/problems.
16. Perform other duties as assigned in consultation with the Division Chair or supervising administrator.
17. Post and maintain office hours each week in accordance with Article 17 for full-time faculty and Article 100.7 for associate faculty.
18. Lab faculty specialists have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.

In addition to the lab-related duties outlined above, regular and contract members who are lab faculty specialists are expected to assume institutional responsibilities which are of value to their department, division, college and/or District as delineated in Article 21.

Board Approved: September 19, 1991

Conflict of Interest Language Added: September 14, 2004

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