

**JOB TITLE:** Faculty

**DEPARTMENT:** Academic Affairs

**REPORTS TO:** Academic Affairs/Chief Academic Officer (CAO) or designated Academic Dean

**DATE EFFECTIVE:** 7/1/20; 7/1/19 (Changed Division Chair to Department Chair), 2/21/19 (faculty approved), 7/1/12

**FLSA:** Exempt

**POSITION SUMMARY:** Faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities and expectations. Teaching and training duties shall be performed under the direct supervision of the CAO but may be delegated to the Dean and/or Department Chairperson.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:**

Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught; *or higher*.

Faculty teaching in Career Technical programs, an associate's or bachelor's degree is preferred; however, a comparable amount of training, education, certifications or work related experience may be substituted for the for the minimum qualifications. Credentialing requirements for programs with accreditation will take priority.

**ESSENTIAL TASKS:** *Faculty must be able to satisfactorily perform the following functions.*

**A. Instruction**

- Teach thirty (30) semester credit hours (or the equivalent in lab, studio, clinical, etc. hours) each academic year.
- Participate in developing course and/or program curriculum, standards and policies in collaboration with core faculty, Dean and/or Department Chairperson.
- Develop course curriculum, handouts, lectures, labs, and presentation and maintain course outlines / syllabi and printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus.
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, and audio visual equipment and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Schedule, supervise, debrief and evaluate students in clinical, internships, observations, field experiences or other similar settings as appropriate for the course or program.
- Participate in course and/or program level assessment including development of learning outcomes and measures, evaluating student performance and recommending improvement measures.
- Assist in conducting program review; plan, develop and implement activities in support of the Higher Learning Commission, or other agency, accreditation guidelines with regard to student academic achievement (assessment) and their success on outcomes (institutional effectiveness).
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Perform assigned responsibilities, duties, and tasks according to established board policies, procedures, techniques, and standards in a safe manner with minimal supervision.

## **B. Service to the College**

- Be knowledgeable of College instructional policies and procedures
- Maintain 7 office hours per week (as approved) for the purpose of assisting and mentoring students.
- Mentor students; provide assistance to the students regarding current information on degrees or certificates in their educational program; refer students, when appropriate, to specialized resource services within the College.
- Participate in and develop efforts to recruit and retain students, and /or job placement or transfer placement.
- Attend all departmental, divisional, or other college- wide meetings where appropriate or required.
- Serve on College and/or faculty standing committees, ad hoc committees, advisory boards or as a student organization leader.
- Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by the CAO, Dean and/or Division Chairperson.
- Comply with federal regulations including the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA) and / or HIPPA.
- Attend commencement as required.

## **C. Faculty Development**

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and / or program discipline, including maintaining licensure, certification or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.*

**Environment:** Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs if applicable for the position.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*