

## DUTIES AND RESPONSIBILITIES OF THE FACULTY

The faculty member's primary responsibility is the education of students at Irvine Valley College, Saddleback College, and off-campus sites. Each faculty member reports to the division/school dean. Each faculty member must fulfill, under the supervision of the President, Vice President for Instruction and/or Student Services, and the division/school dean, all legal requirements of the District for employment and performance of duties. Certain statements may not apply to part-time faculty, or to every discipline and/or setting.

### I. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO ALL FACULTY MEMBERS

#### 1. PROFESSIONAL GROWTH AND SERVICE

- a. Fulfill Professional Development obligation as described in the Master Agreement and report its completion.
- b. Attend and participate in meetings that fulfill the contractual service obligation.
- c. Follow district and college policies and procedures when applying for and accepting grants and other instructional resources.

In addition, faculty members are encouraged to attend and participate in:

- Other meetings convened by division/school dean, vice president, president, and district administrators.
- Department/division/school functions, for example: advisory committees, department graduations, concerts and recitals, student outreach activities, and athletic events.
- Commencement.
- Student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.

#### 2. EFFECTIVENESS

- a. Demonstrate current knowledge of subject and necessary skills.
- b. Consider the academic and special needs of each student, and when necessary, refers the student for additional assistance from other college services.
- c. Maintain regular office hours as required, and provides a copy of that schedule to the division/school dean each semester.
- d. Report assessment data on student learning outcomes, administrative unit outcomes, and/or student services outcomes.

- e. Participate in curriculum development and program review.
- f. Complete and submit required documents in a timely manner.
- g. Consult with department chair and/or dean on matters pertaining to departmental issues and concerns.
- h. Follow the regulations, policies, and procedures of the college and district as published.
- i. Respond to student communications when appropriate.
- j. Maintain an effective instructional environment in the classroom or its equivalent.
- k. Develop and maintain good relations with other departments/schools of the college.

## II. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO SPECIFIC FACULTY ROLES

### 1. CLASSROOM FACULTY MEMBERS

- a. Fulfill requirements of the Course Outline of Record.
- b. Select textbooks, supplementary materials and/or supplies for assigned courses.
- c. Develop and maintain course syllabi for assigned courses consistent with the Course Outline of Record.
- d. Distribute and/or make available a course syllabus to all students and the division/school dean within the first week of class, including distance education classes, that covers the class requirements, SLOs, grading criteria, and attendance requirements.
- e. Read, respond to, and evaluate student work, and report final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.
- f. Establish and maintain a framework for regular and sustained contact with students to optimize student learning and success when teaching distance education courses.
- g. Teach classes during the scheduled time and at the assigned location.
- h. Keep students informed of their class progress.

### 2. COUNSELORS/LEARNING DISABILITY SPECIALISTS

- a. Provide individual academic, career, and personal counseling to students.
- b. Counsel and assist students regarding attainment of their educational goals.
- c. Encourage students to take responsibility for their own learning.

- d. Maintain familiarity with college departments, articulation agreements with four-year institutions, and community resources and agencies related to guidance and counseling.
- e. Administer and interpret appropriate tests (onsite or online) as a part of the counseling process.
- f. Assist students in identifying the necessary skills for successful completion of certificate and degree offerings.
- g. Participate in new student orientations, advisements, and other first-year experience activities.
- h. Provide guidance and information to students regarding the selection of major, choice of job/career path, and creation of academic plans.
- i. Work with probationary students to help them succeed.
- j. Participate in and/or coordinates outreach activities to area public and private high schools.
- k. Communicate with other departments and with faculty to provide counseling services that meet the needs of all disciplines.

3. LIBRARIANS

- a. Provide reference service to students, faculty, and community.
- b. Oversee patrons in the library and implements library rules and regulations.
- c. Acquire resources for the library collection.
- d. Oversee the acquisition, disposition, and disposal of library resources and supplies.
- e. Catalog library resources.
- f. Oversee the processing, and maintenance of library resources.
- g. Provide instruction, both formal and informal, in the use of library resources and services.
- h. Oversee scheduling of library displays.
- i. Assist in the preparation of reports on library activities and resources.
- j. Coordinates with dean regarding directing and overseeing the day-to-day duties of library assistants, technicians, and student aides.
- k. Communicate with other departments and with faculty to provide library services that meet the needs of all disciplines.

#### 4. COACHES

Selected statements may require coordination with the athletic director/dean.

- a. Represent the community, the college and the athletic department in a professional manner that enhances and promotes college athletics.
- b. Assist in the coordination of fund-raising events and expenditures of proceeds.
- c. Establish and adhere to a schedule of regular team meetings, scrimmages, practices and competitions.
- d. Submit schedules for practice and competitive events to the dean/athletic director on time each year for approval.
- e. Attend and coach assigned practices and competitions.
- f. Organize, supervise, coordinate, and evaluate practice sessions and related activities with proper attention to student athletes' mental and physical well-being.
- g. Maintain communication with the dean/athletic director as well as various student groups, for example, associated student government, the college newspaper, pep squad advisor, and student affairs director.
- h. Comply with the recruiting guidelines established by college administration and the California Community College Athletic Association (CCCAA) and vigorously recruit in the appropriate areas.
- i. Vigilantly monitor, participate in, and adhere to the athletic department academic eligibility procedures for student athletes, and consult with the dean/athletic director as appropriate.
- j. Coordinate transportation, meals, and lodging for the team when necessary.
- k. Cooperate with Certified Athletic Trainers on medical examinations, insurance claims, and medical help for injured players.
- l. Cooperate with athletic equipment attendants in providing an efficient system for managing equipment.
- m. Cooperate with the athletics information officer in maintaining adequate and accurate records and statistics of athletes, personnel, and intercollegiate athletic events.
- n. Cooperate with athletic counselor(s) in support of the academic success of student athletes.
- o. Maintain professional conduct in relation to all attendees and participants during competitive events.
- p. Notify the athletic office and the transportation office immediately when an event has been postponed or cancelled.
- q. Contact incoming and returning athletes during the off-season and summer months.

Technical Update: 4-26-99

Revised: 02-18-03

Revised: 09-28-15