

Faculty Job Description

Introduction

The contractual obligation of the Faculty is to support the implementation of the educational mission and goals of the College. The following job description defines the duties and responsibilities of Faculty at KVCC and allows for uniqueness of particular roles in the college related to skills and responsibilities.

Contract Days

This job description is in accordance with the MEA contract and with the academic calendar produced by the college.

General Expectations

Faculty are expected to do the following in accordance to the mission of KVCC:

- Provide effective instruction
- Advise and evaluate students
- Contribute to course, discipline, program, student learning outcomes, and/or institutional assessment
- Continue professional growth and development
- Participate in scholarship, research, creative activities, and/or community service

Qualification

All Faculty hold academic credentials and are adequately prepared and knowledgeable in their subject necessary to fulfill the needs of their assignment. All Faculty, where appropriate, will maintain professional licensure/credentials.

Faculty will be evaluated in the following areas:

The Classroom

- Meeting assigned class schedules at the appointed time and duration
- Teaching students in assigned course
- Maintaining effective control of the learning environment
- Maintaining an accurate record of student attendance
- Maintaining an accurate record of student grades
- Creating and maintaining a safe classroom environment
- Being prepared for class with effective handouts and/or laboratory materials
- Using effective assessments and evaluations as needed
- Developing effective instructional materials and visual aids
- Using varying instructional methods and media to address diverse student learning styles
- Supporting institutional initiatives in writing, critical thinking, communication, and lifelong learning
- Employing computer activities in the course curriculum when available and appropriate
- Developing a course syllabus which follows the College's established format
- Distributing and communicating the course syllabi
- Grading students fairly and consistently
- Communicating the course objectives, requirements, and learning outcomes
- Assisting in the planning and revision of course and program curriculum

- Clearly outline arrangements for contact with students outside of class by advertising office hours, virtual office hours, or other defined channels of communication
- Faculty will include the preferred method of contact on every course syllabus
- Continuing a self-evaluation of personal teaching effectiveness as defined in the Faculty Evaluation Process

Other Duties

Faculty engaged in clinical, laboratory, shop, and/or online instruction will be evaluated based on the criteria included in the attached addendums to this job description.

Advising

The College recognizes the need for an effective system of academic advising that meets student needs for information and overall student success. Academic advising provides the student with the opportunity to gain information and seek guidance from Faculty, consistent with the institution's mission and goals

- Demonstrating adequate knowledge and ability to advise students
- In relation to advisees, Faculty will clearly outline arrangements for contact with students outside of class by advertising office hours, virtual office hours, or other defined channels of communication

The College

- Participating in the development and implementation of institutional assessment activities
- Follow standards and procedures for student attendance and grade reporting
- Providing copies of course syllabi to the department chair and administration in accordance with College policy
- Utilizing the College's course cancellation system to notify the College and students in advance of class cancellation
- Administering attendance documentation, grade warnings, and other reports as requested by the Registrar according to associated deadlines
- Maintaining professional licensure and/or credentials as required
- Faculty shall attend three (3) professional development/regulatory training days as scheduled by the College

Ethical Conduct

All faculty activities are expected to be conducted in accordance with the college's policy on ethical conduct.

Professional Responsibilities

In addition to specific classroom, advising, and college responsibilities, Faculty are encouraged to be active participants in the College community and in personal and professional development. To this end the following areas are outlined as a guide. This work is not subject to the Faculty Evaluation Process

Committee Work

Committee work involves participating in and contributing to many components of the college including: culture building, decision-making, governance, and various endeavors. Faculty expertise is vital and helps facilitate communication throughout the College. The College recognizes that committees function most effectively when the participants serving on committees are serving out of personal/professional interest, as a result, committee work is voluntary.

- Faculty members will be provided the opportunity to serve on standing and ad-hoc committees based on relevance to their area of instruction, interest, expertise, and willingness to serve.
- Faculty members are expected to maintain a relationship with program advisory committees (craft committees) consistent with the requirements of their positions.

Professional Development

Each Faculty member recognizes the responsibility to remain current regarding developments in teaching and learning, and in their profession or industry. Professional development activities foster better teaching by increasing knowledge and experience in the discipline or technology as well as increasing familiarity with various teaching pedagogies.

Community Service

Faculty members are encouraged to engage in activities in accordance to the civic mission of the College to develop student awareness in public and community service

The Faculty is expected to continue development in professional growth and competence, and is encouraged to participate in service to the community.

Participation in College Activities

The College recognizes that attendance at the annual commencement exercise is important to the College community. The graduation ceremony is a celebration of the accomplishments of both the students and the faculty and underscores the value of the academic credential received by the students. Participation in the ceremony demonstrates respect for the students, their families, and the institution.

The Faculty participates in College governance and strategic planning through membership and participation in committees, task forces, and the Faculty Senate.

It is the Faculty members' decision to determine how to best utilize time outside the classroom and to determine which campus functions and events they will attend to best meet the needs of the students, the institution, and the community.