

JOB DESCRIPTION

TITLE: Faculty

JD# 62

I. GENERAL RESPONSIBILITIES:

This position is responsible for the preparation, development, and presentation of classroom material; the academic advisement of students; and participation in the academic planning process.

II. REPORTING TO THIS POSITION:

None

III. POSITION REPORTS TO:

Vice-President of Instruction and Student Services

IV. RESPONSIBILITIES:

- 1) Conducts classes in accordance with course descriptions given in the college catalog and within the general provisions of the academic area. Arranges for necessary equipment, supplies, and materials for such instruction.
- 2) Meets every scheduled class, including the final examination, with exceptions allowed for sickness, emergencies, and planned absences. Makes a reasonable effort to provide advance notice to the appropriate academic director if unable to meet a scheduled class.
- 3) Schedules and posts a minimum of five regular office hours per week with provisions for making appointments with students at other times.
- 4) Attends regularly-scheduled and special faculty meetings as well as the meetings of other groups to which assigned (e.g. academic area, committee, or special assignment).
- 5) Maintains currency and competence in professional field by engaging in both personally-directed and structured professional development programs.
- 6) Demonstrates professional competence, integrity, and high ethical standards in the performance of duties.

- 7) Participates in the development of courses and programs and in the preparation of budgets.
- 8) Develops course syllabi and assists in the selection of textbooks, in accordance with the College's textbook policy.
- 9) Provides students in each course with a syllabus that includes contact information, course materials, desired learning outcomes, expectations, assignments, methods of evaluation, and policies. Submits a copy of each course syllabus to the appropriate academic director and to the Office of Academic Affairs.
- 10) Submits, by stated deadlines, grade and attendance reports as well as any other information needed to comply with state and federal regulations, as requested by the Office of Academic Affairs.
- 11) Actively participates in activities directed toward the improvement of teaching and learning, including assessment of student learning, formal review of programs, ongoing faculty development, etc.
- 12) Acts as an academic advisor to a reasonable number of advisees as detailed in the faculty contract.
- 13) Participates in his/her own performance appraisal.
- 14) Carries out other miscellaneous duties normally associated with the performance of the work as described herein.

V. SKILLS AND KNOWLEDGE:

Professional expertise in instructional subject area; superior teaching skills; strong interpersonal skills; excellent academic advising skills; curriculum design, development, and evaluation capabilities.

VI. QUALIFICATIONS:

Basic: Master's degree in instructional discipline *

*The Maryland Higher Education Commission permits exceptions for certain occupationally related programs.

VII. PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier and fax machine. Depending on discipline, the position could require significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions.

VIII. SPECIAL REQUIREMENTS: None

IX. FLSA STATUS: Exempt

X. CLASSIFICATION: 12

XI. CATEGORY: B

President (or Designee)	Date	Employee	Date
Revision Date:	02/10/2012		
College Name Change:	07/01/2002		
Revision Date:	03/05/2012		
Revision Date:	04/17/2012		
Revision Date:	05/14/2012		
Revision Date:	08/04/2014		