

CP 5.1.4

Curriculum Faculty Roles and Responsibilities

Related Board of Trustee Policy: BP 5.1.4

Responsible Official *Vice President for Learning and Student Services*

Approvals *10/17/08*

Revision

Procedure

1. The main responsibilities of a curriculum faculty member are the instruction of students and adequate preparation for the classroom.
2. The required secondary responsibilities include: academic advisement of students, recruitment, planning, committee involvement, registration, professional development, and participation in required faculty and department meetings.
3. It is encouraged, but not required, that faculty participate in extracurricular activities. Extracurricular activities include; publishing, research, student activities, clubs/groups, community involvement, etc. Although it is not a requirement or responsibility of faculty to participate in extracurricular activities; it is encouraged and is taken into consideration during teaching excellence awards.
4. Each faculty member is responsible for the quality of the instructional program and for establishing program outcomes during the planning process. Faculty members are responsible for assisting the Research Office and Curriculum Programs administration in the data collection and evaluation of the instructional program.
5. Each faculty member is responsible for identification of his/her needs to include: equipment, supplies, travel, etc., and for making the administration aware, annually, through submission of resource requirement request forms.
6. Each faculty member is responsible for review, revision and submission of necessary changes to educational program / course area. (Refer to Curriculum Committee procedure for process).
7. Faculty should maintain a Portfolio of credentialing, course syllabus, and any materials to promote learning and growth in his/her respective area.