

Section: Faculty General Responsibilities

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Sponsoring Unit/Department: Provost Office

Faculty General Responsibilities

The Faculty duties and responsibilities will be reviewed regularly and adjusted as the need arises under the supervision of the Provost. The duties and responsibilities of the Pima Community College Faculty place the highest priority on providing outstanding educational opportunities for the community and promoting an effective learning environment for the students of Pima Community College.

Faculty General Responsibilities

The Faculty also provide critical assistance to Administration in developing and implementing College Policies and Procedures. Faculty may have involvement in academic and student disciplinary matters as referenced in the Student Code of Conduct. Faculty members are expected to conduct all duties and responsibilities with integrity and in accordance with all applicable federal, state and local statutes and the College's policies, procedures and regulations.

Duties and responsibilities for all faculty and teaching staff include, but are not limited to:

- Commits to and supports the philosophy, mission and goals of the Pima County Community College District.
- Demonstrates commitment to student success.
- Maintains currency in practices, trends, and research related to area of specialization or assignment.
- Completes training (offered online and/or face-to-face) required by the College.
- Participates in the Student Learning Outcomes Assessment process at the course, program and College-wide levels and provides required documentation.
- Participates in continuous improvement by engaging in a program of professional development.
- Complies with official reports, requirements and deadlines established by the College.
- Establishes and maintains appropriate working relationships with members of the College community.
- Demonstrates efficient and proper use of College resources.
- Performs other job-related duties and responsibilities as assigned.

Duties and responsibilities for full time faculty also include, but are not limited to:

- Participates in the development and implementation of applicable policies and procedures.
- Participates and engages in the program review process.
- Participates and engages in curriculum review.
- Attends Faculty meetings and other College, campus, department, discipline/program or committee meetings as appropriate.
- Participates in all College, campus, departmental, programmatic and Faculty self-evaluation processes.

- Assists with appropriate extra and co-curricular activities as requested or assigned.

Student Learning Outcomes

In accordance with The Higher Learning Commission Criteria for Accreditation, Criterion Three: Student learning and effective teaching and Criterion Four: The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning, Pima Community College assesses student learning outcomes (SLO) at the Course, Program, and General Education levels.

Assessment and analysis of SLO will contribute to the continuous improvement of the courses, programs, and the College as a whole. Specific outcomes, and their assessment and analysis, are determined by discipline Faculty for each course and program.

Student Learning Outcome Duties

- All Faculty are required to participate in the assessment, analysis, implementation of curricular or programmatic change, reassessment of outcomes, and provide documented evidence of evaluation at the course, program, and general education levels.
- Determination of specific outcomes for courses and programs appropriate to their discipline.

All Faculty Classroom/Course Duties

- Faculty provide instruction and conduct classes in accordance with the Mission and Values of the College and within the scope of a defined course of study.
- Faculty prepare and keep current course policies, syllabi, class presentations, assignments, as well as student outcomes and evaluation instruments for their specific disciplines. They provide course requirements, attendance requirements, grading criteria and office hours to students in writing.
- Faculty provide instructive feedback and evaluate student progress based upon performance of official course objectives in a manner consistent with the grading policy of the College using the criteria specified in the syllabus.
- Faculty adhere to published class schedules by meeting and teaching all classes as assigned.
- Faculty members manage and maintain an appropriate classroom environment.
- Faculty post and maintain office hours throughout the assigned workweek and maintain academic and student records as required by the institution.

Departmental/Discipline Duties

- Faculty collaborate on the development, review and revision of curriculum, including the Student Learning Outcomes process, and operational procedures in relevant subjects or disciplines.
- They provide support to their discipline leadership in the identification and recommendation of qualified adjunct faculty and in the selection of textbooks and course materials.
- Faculty participate in program review and student outcome assessment activities.

Committee Service

Full-time Faculty members may be required to serve on one (but not more than one) College-wide or campus committee, standing committee, task force or ad hoc work group. Serving as a faculty leader, or similar assignments recognized by the College, also fulfills the minimum service requirement. In addition to this service, Faculty members will serve on their Discipline Faculty Committee (DFC) and may be asked to serve on a selection advisory committee for a faculty, staff or administrator hire. However, the faculty member's regular teaching or complementary educational service scheduled assignment shall take precedence over all other duties.

Advising and Student Development Duties

- Faculty provide on-going academic advising, both general and/or subject specific, to current and prospective students.
- Faculty may participate in advising workshops to remain current and to provide students with accurate advising information.
- Full-time instructional faculty members have up to five days of advising or other student development activities that may be assigned as part of a regular assignment and are defined as non-teaching days of accountability.

On a case by case basis, individual adjunct faculty may be asked to participate in duties and responsibilities traditionally performed by full-time faculty, such as curriculum development or committee service.

Educational Support Faculty - Counselors

Counselor Duties--General

- Counselors educate students in the pursuit of their personal, academic and career goals.
- Counselors are trained to understand students with diverse backgrounds and experiences and to help students conduct realistic self-appraisals.
- Counselors maintain current knowledge of professional counseling issues as well as legal and ethical issues related to counseling.
- In response to changing demographics, technological and evolving community needs, counselors provide instruction, leadership and support in the development of new and enhanced student success and retention programs.
- Counselors promote student self-efficacy, sound decision-making, responsible behaviors, and respect for self and others.
- Counselors guide students in making major decisions regarding careers and college plans, by interpreting personality and interest inventories, facilitating goal setting, goal attainment, and values clarification.
- Counselors assist students with attaining educational success by assessing their academic progress, learning, and life management skills, and by offering strategies that improve student academic experiences. Personal counseling is short-term and counselors focus on issue assessment, problem solving, and decision making processes as they relate to the student's academic, career, and personal goal achievement.

- Counselors respond to students in crisis with intervention, stabilization, and referral.
- If the Counselor determines a student requires services beyond those provided by the College, or authorized by the Counselor's job duties, then referral is made to community based agencies and/or therapeutic services.

Counselor Instructional Duties

Counselors may teach a course which is directly related to his/her job assignment as approved by their supervisor. Counselors participate in the development, review, and revision of Student Success curriculum and operational procedures. When teaching, Counselors fulfill the same classroom, course and departmental duties as all faculty.

Counselor Advising and Student Development Duties

Counselors provide on-going academic advising to currently enrolled and prospective students. They share in the development and delivery of new student orientation programs as well as other programs targeting special populations and student retention. Counselors act as resources for Faculty and staff in the areas of counseling and student success.

Educational Support Faculty - Librarians

Librarian Duties - General

- Librarians assist students, Faculty, staff and administrators in accessing reliable, accurate information through a variety of avenues.
- Librarians provide in-depth and one to one research and reference consultations.
- Librarians produce traditional and web-based bibliographies and pathfinders.
- Librarians develop, assess and maintain the library collection as a resource for students, staff, Faculty and administrators.
- Librarians review, adjust, and implement the Pima Community College District Collection Development Policy.
- Librarians may participate in new student orientations, academic advising activities, workshops, and training sessions based on student and/or campus needs.
- Librarians may participate in the development, review, and revision of Library and Information Sciences, Honors, and other appropriate curriculum and operational procedures.

Librarian Duties - Instructional

- Librarians provide information literacy instruction designed to support self-directed, self-sufficient learning in a variety of settings and in a variety of instructional modalities.
- Librarians may team teach or provide instructional support to subject area Faculty.
- Librarians may teach a course which is directly related to their job assignments as approved by their supervisor. When teaching, Librarians fulfill the same classroom, course and departmental duties as all faculty.