

Section: Faculty General Responsibilities

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Sponsoring Unit/Department: Office of the Provost

Faculty General Responsibilities

Employee Groups Covered: Full-time faculty, adjunct faculty, and staff instructors.

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 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.

General Responsibilities

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. Faculty may have involvement in academic and student disciplinary matters as referenced in the Student Code of Conduct and the Academic Integrity Code.

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

- Committing to and supporting the philosophy, mission, and goals of the Pima County Community College District.
- Demonstrating commitment to student success.
- Maintaining currency in practices and trends related to area(s) of specialization or assignment and keeping qualifications current.
- Completing training (offered online and/or face-to-face) required by the College.
- Complying with official reports, requirements, and deadlines established by the College, including those for the syllabus, attendance, final grades, NA and 45th day reporting, and SLOs.
- Establishing and maintaining appropriate working relationships with members of the College community.
- Responding to communications and feedback from supervisors in a timely manner.
- Demonstrating efficient and proper use of College resources.

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

- Participating in continuous improvement by engaging in a program of professional development.
- Providing critical assistance to Administration in developing and implementing College Policies and Procedures.
- Attending faculty meetings and other College, campus, department, discipline/program, or committee meetings as appropriate.

- Participating in all College, campus, departmental, programmatic, and faculty self-evaluation processes.
- Assisting with appropriate extra and co-curricular activities as requested or assigned.
- Posting and maintaining office hours (see Faculty Office Hours).

Notes for Adjunct Faculty

- Adjunct faculty are required to accommodate students' requests to meet outside of class each week, approximately 20 minutes per credit hour taught. "Meetings" can happen virtually, in-person, or electronically (e.g., via phone, chat, etc.).
- If an Adjunct Faculty member is asked to perform or participate in duties and responsibilities traditionally performed by full-time faculty, such as curriculum development, discipline coordination, program review, and committee service, they shall be hired and paid for their time.

Student Learning Outcomes

In accordance with The Higher Learning Commission Criteria for Accreditation, Pima Community College assesses student learning outcomes (SLOs) at the Course, Program, and General Education levels.

Assessment and analysis of SLOs 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.

- All faculty are required to participate in the Student Learning Outcomes assessment process at the course level and to provide documentation.
- Full-time faculty are required to participate in the development of Student Learning Outcomes and the assessment process at the Program and General Education levels and to provide documentation. They participate in the analysis and implementation of curricular or programmatic change and reassessment of outcomes.

Classroom/Course Duties

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

- Providing instruction and conducting classes within the scope of a course of study defined by the department, meeting all assigned classes with adequate preparation and professionalism, in accordance with the Mission and Values of the College. Seeking to foster a welcoming and inclusive learning environment.
- Adhering to published class schedules by meeting and teaching all classes as assigned. If unable to conduct assigned class(es), Faculty will work with Supervisors on options, such as finding a substitute or conducting class(es) in a different modality in order to meet required credit hours of course(s).
- Maintaining academic and student records as required by the College, including maintaining an accurate and up-to-date gradebook within the learning management system.

- Preparing and keeping current course policies, syllabi, class presentations, assignments, as well as student outcomes and evaluation instruments for their specific disciplines.
- Providing course requirements, attendance requirements, grading criteria, email response times, grading and feedback response times, and meeting availability to students in the syllabus by the first day of class.
- Responding to students within a reasonable timeframe, not to exceed 48 hours for emails, excluding weekends and holidays.
- Providing timely and meaningful feedback on student assessments (e.g., tests, quizzes, homework).
- Equitably evaluating 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.
- Referring students to other college resources (e.g., counseling and advising).

Full-time Instructional Faculty Department/Discipline Duties

- Collaborates on the development, review, and revision of curriculum, including the Student Learning Outcomes process, and operational procedures in relevant subjects, departments, or disciplines.
- Provides support to their discipline leadership in the identification and recommendation of qualified adjunct faculty and in the selection of textbooks and course materials.
- Participates in program review as appropriate.

Full-time Faculty Committee Service

Full-time Faculty members are 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 assignment 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.

Full-time Faculty Advising Duties

- Full-time faculty provide ongoing academic advising, general and/or subject specific, to current and prospective students. See Academic Advising - Instructional Faculty.

Educational Support Faculty - Librarians

General Duties

- 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.

Instructional Duties

- 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.