

## DUTIES AND RESPONSIBILITIES OF THE FACULTY

The faculty member's primary responsibility is the education of students at Irvine Valley College, Saddleback College, and off-campus sites. Each faculty member reports to the division/school dean. Each faculty member must fulfill, under the supervision of the appropriate President, Vice President for Instruction and/or Student Services, and the division/school dean, all legal requirements of the District for employment and performance of duties. Certain statements may not apply to part-time faculty, or to every discipline and/or setting.

### I. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO ALL FACULTY MEMBERS

#### A. Professional Growth And Service

1. Fulfill professional development obligations as described in the Master Agreement and report its completion.
2. Attend and participate in meetings and events that fulfill contractual obligations such as commencement or program graduations.
3. Follow District and college policies, regulations, and procedures when applying for and accepting grants and other instructional resources.
4. In addition, faculty members are encouraged to attend and participate in:
  - a. Other meetings convened by the division/school dean, vice president, president, and district administrators:
  - b. Department/division/school functions, for example: advisory committees, concerts and recitals, student outreach activities, and athletic events: and
  - c. Student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.

### II. EFFECTIVENESS

- A. Demonstrate current knowledge of subject and necessary skills.
- B. Consider the academic and special needs of each student, and when necessary, refer the student for additional assistance from other college services.
- C. Maintain regular office hours as required, and provide a copy of that schedule to the division/school dean each semester.
- D. Report assessment data on student learning outcomes, administrative unit outcomes, and/or student services outcomes.

- E. Participate in curriculum development and program review.
- F. Complete and submit required documents in a timely manner.
- G. Consult with department chair and/or dean on matters pertaining to departmental issues and concerns.
- H. Follow the regulations, policies, and procedures of the college and district as published.
- I. Respond to student communications when appropriate.
- J. Maintain an effective instructional environment in the classroom or its equivalent.
- K. Develop and maintain good relations with other departments/schools of the college.

III. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO SPECIFIC FACULTY ROLES

A. Classroom Faculty Members

- 1. Fulfill requirements of the Course Outline of Record.
- 2. Select texts, learning materials, and/or supplies for assigned courses.
- 3. Develop and maintain course syllabi for assigned courses consistent with the Course Outline of Record.
- 4. Distribute and/or make available a course syllabus to all students and the division/school dean within the first week of class, including distance education classes, which covers the class requirements, SLOs, grading criteria, and attendance requirements.
- 5. Read, respond to, and evaluate student work, and report final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.
- 6. Establish and maintain a framework for regular and sustained contact with students to optimize student learning and success when teaching distance education courses.
- 7. Teach classes during the scheduled time and at the assigned location.
- 8. Keep students informed of their class progress.

B. Counselors/Learning Disability Specialists

- 1. Provide individual academic, career, and personal counseling to students.
- 2. Counsel and assist students regarding attainment of their educational goals.
- 3. Encourage students to take responsibility for their own learning.
- 4. Maintain familiarity with college departments, articulation agreements with four-year institutions, and community resources and agencies related to guidance and counseling.
- 5. Administer and interpret appropriate tests (onsite or online) as a part of the counseling process.
- 6. Assist students in identifying the necessary skills for successful completion of certificate and degree offerings.

7. Participate in new student orientations, advisements, and other first-year experience activities.
8. Provide guidance and information to students regarding the selection of major, choice of job/career path, and creation of academic plans.
9. Work with probationary students to help them succeed.
10. Participate in and/or coordinate outreach activities to area public and private high schools.
11. Communicate with other departments and with faculty to provide counseling services that meet the needs of all disciplines.

C. Librarians

1. Provide reference service to students, faculty, and the community.
2. Oversee patrons in the library and implement library rules and regulations.
3. Acquire resources for the library collection.
4. Oversee the acquisition, disposition, and disposal of library resources and supplies.
5. Catalog library resources.
6. Oversee the processing and maintenance of library resources.
7. Provide instruction, both formal and informal, in the use of library resources and services.
8. Oversee scheduling of library displays.
9. Assist in the preparation of reports on library activities and resources.
10. Coordinate with the dean regarding directing and overseeing the day-to-day duties of library assistants, technicians, and student aides.
11. Communicate with other departments and with faculty to provide library services that meet the needs of all disciplines.

D. Coaches

Selected statements may require coordination with the athletic director/dean.

1. Represent the community, the college, and the athletic department in a professional manner that enhances and promotes college athletics.
2. Assist in the coordination of fund-raising events and expenditure of proceeds.
3. Establish and adhere to a schedule of regular team meetings, scrimmages, practices, and competitions.
4. Submit schedules for practice and competitive events to the dean/athletic director on time each year for approval.
5. Attend and coach assigned practices and competitions.

6. Organize, supervise, coordinate, and evaluate practice sessions and related activities with proper attention to student athletes' mental and physical well-being.
7. Maintain communication with the dean/athletic director as well as various student groups, for example, associated student government, the college newspaper, pep squad adviser, and student affairs director.
8. Comply with the recruiting guidelines established by college administration and the California Community College Athletic Association (CCCAA) and vigorously recruit in the appropriate areas.
9. Vigilantly monitor, participate in, and adhere to the athletic department academic eligibility procedures for student athletes, and consult with the dean/athletic director as appropriate.
10. Coordinate transportation, meals, and lodging for the team when necessary.
11. Cooperate with Certified Athletic Trainers on medical examinations, insurance claims, and medical help for injured players.
12. Cooperate with athletic equipment attendants in providing an efficient system for managing equipment.
13. Cooperate with the athletics information officer in maintaining adequate and accurate records and statistics of athletes, personnel, and intercollegiate athletic events.
14. Cooperate with athletic counselor(s) in support of the academic success of student athletes.
15. Maintain professional conduct in relationship to all attendees and participants during competitive events.
16. Notify the athletic office and the transportation office immediately when an event has been postponed or canceled.
17. Contact incoming and returning athletes during the off-season and summer months.