
APPENDIX D: DUTIES AND RESPONSIBILITIES

D1—DUTIES AND RESPONSIBILITIES OF INSTRUCTORS

A. Required of all instructors:

- teach classes at assigned times and locations;
- make necessary preparations for class instruction;
- evaluate student performance; and
- submit timely and accurate reports of attendance, grades and other matters as required.

B. Additional professional responsibilities, not subject to additional compensation for instructors on regular academic year contract:

- develop instructional materials, course outlines, and curriculum guides;
- analyze and select text materials, and participate in course content coordination;
- assist in the placement of students in courses;
- review current literature in appropriate fields and recommend additions to the college library collection;
- assist in ordering supplies, and in ensuring proper utilization of instructional equipment and facilities;

C. Other Professional Responsibilities

Full-time faculty members shall participate in a range of professional responsibilities. These professional responsibilities are in addition to classroom time, preparation and grading time, and office hours. Participation, to be determined by the faculty member, may include but is not limited to the committees and activities listed in the table below.

The faculty member will create a professional responsibilities plan by selecting items from the table below that they will perform over the academic year. The professional responsibilities are divided into three (3) tiers, with Tier 1 activities worth one point, Tier 2 activities worth two points, and Tier 3 activities worth three points. The professional responsibilities plan will need to include a mix of activities with a combined 4 or 5 points of value each academic year. The faculty and unit administrator may jointly include items that are not on this list and add them to one of the tiers.

Tier	
3	<p>Accreditation Committee Chair</p> <p>Program Review</p> <p>New course development</p> <p>Hiring committee for full time position (faculty, administration or staff)</p> <p>Curriculum Committee/Committee on Instruction</p> <p>Tenure Committee Chair</p>
2	<p>Tenure Review Committee Member</p> <p>Evaluation Guidance Committee</p> <p>Division Evaluation Committee (Tenured Faculty)</p> <p>Part-time Peer Evaluation</p> <p>District/Campus Participatory Governance Committees (for example: Governance Council, Budget committee, Instructional Planning Council, Institutional Effectiveness and Planning Committee, etc.)</p> <p>Academic Senate Governing Council</p> <p>AFT Executive Committee</p> <p>Update/revise existing course or program via COI (CSM) or Curriculum Committee (Skyline and Cañada)</p> <p>Department SLO Coordinator</p> <p>Accreditation Committee member</p> <p>Advisory Committees</p> <p>Supervise Independent Study or Research for 1 student</p> <p>Department coordinator or lead faculty</p> <p>Participation in learning community or supplemental instruction</p>

1	<p>Development of department or program annual plan.</p> <p>Professional Development Committee</p> <p>Other District/Campus standing committees</p> <p>Faculty advisor for student organization</p> <p>Hiring Committee for part-time position</p> <p>Participation in articulation with high schools and four-year institutions, and with business and industry</p> <p>Participation in college-community relations activities, community outreach as part of student or faculty recruitment or activities related to program visibility</p> <p>SLO analysis and reporting for a course</p>
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Full-time faculty who exceeds 5 points will be compensated for the corresponding number of hours at the special rate of the Regular Faculty Overload Schedule.

Part-time faculty participating in these professional activities will be compensated for the corresponding number of hours at the special hourly rate of the Adjunct Faculty Schedule.

D. Instructors are encouraged to attend and participate in:

- **District-wide Opening Day Sessions convened by the Chancellor.**
- **Opening Day sessions convened by the College Presidents.**
- **Official departmental, division, school meetings convened by the college administration.**
- **Professional development activities offered throughout the Flex calendar.**
- **Commencement exercises.**

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