



POLICIES & PROCEDURES

Title: Faculty Job Expectations

Document Number: AA_103

Effective Date: 12/12/2012

Revised Date: 04/17/2023

Department: Academic Affairs

POLICY

Louisiana Delta Community College follows the **LCTCS policy 1.044 Rank, Promotion, Duties, and Responsibilities of Faculty and Staff**, which supersedes college policy.

Duties of Faculty: Each faculty member is expected to be devoted to the accomplishment of the purposes for which the System exists: instruction, workforce and economic development, and public service.

Responsibilities of Faculty: It is a basic principle that every faculty member, regardless of rank, shall be held responsible for competent and effective performance of his/her duties.

JOB EXPECTATIONS FOR LOUISIANA DELTA COMMUNITY COLLEGE INSTRUCTIONAL FACULTY

Faculty members must carry out their duties and responsibilities in a professional, ethical, and collegial manner that enhances the purposes of the College.

DEFINITION OF TERMS

The following are a subset of terms guided by the LCTCS policy **1.044 Rank, Promotion, Duties, and Responsibilities of Faculty and Staff**

Adjunct Faculty: term refers to faculty members holding contracts (or letters of appointment) to teach less than a normal, full-time course load or to teach less than a full session on a semester-by-semester or summer term basis. Adjunct faculty member contracts contain no guarantee of continued employment.

Full-Time Faculty: term refers to faculty placed under contract (or under a letter of appointment) with a designation within the four specified ranks of Instructor, Assistant Professor, Associate Professor, and Professor (also inclusive of equivalent ranks for technical education faculty), absent a reference to temporary or adjunct status. This designation is also referred to by the term “permanent” full-time faculty.

Office Hours: Consistent availability for student contact, consultation, and advising outside of

scheduled class/seat time accomplished by means of remote/virtual technologies or in-person.¹
A minimum of 10 office hours will be documented per work week during instructional terms.

[¹] LDCC defined

DUTIES AND RESPONSIBILITIES:

The following are requirements applying to both full-time faculty and adjunct faculty of Louisiana Delta Community College unless otherwise specified with an asterisk (*):

1. Teaching

- Plan, develop, and use effective teaching methods and materials which assist students in meeting course objectives, are appropriate for students with diverse educational and experiential backgrounds and learning styles, and engage the students in learning.
- Identify student learning outcomes: develop processes and tools for assessment; incorporate results to modify instruction and materials in coordination with colleagues.
- Classes may be day, afternoon, evening, weekends, synchronous online, and asynchronous online.
- Maintain grade records and accurately submit required reports by published deadlines.
- Respond to requests for information in a timely manner. Expectations for student/teacher communication are clearly stated in the syllabus for each class.
- *Maintain consistent availability to students via office hours (minimum 10 hours per week required and documented during instructional terms) on campus or virtual as needed.
- *Attend and participate in faculty meetings.
- *Design and develop curriculum within state and accreditation body guidelines.
- *Provide support for colleagues.
- *Assist in assessment and placement of students in appropriate classes.
- *Participate in student recruitment, placement, advisement, and serve on college committees.
- *Participate in college convocation events and commencement ceremonies.

2. Professional Development

- Maintain high standards of competence in the discipline(s) and teaching methodologies through professional development activities.

- Review, evaluate, reflect, and revise program curricula and teaching methods through a self-evaluation process of self- reflection.
- Meet or exceed professional standards, state-mandated guidelines, requirements of business/industry, and higher education, as appropriate to the discipline(s).

3. Service

- Participate in activities required to maintain program and college accreditation standards.
- *Actively participate in college meetings and/or committees, task forces, and councils. Each faculty member is required to serve on a minimum of 1 committee.
- *Participate in college-related activities such as registration, community education, and recruitment of students, student retention, and faculty selection.
- *Participate in college activities for students/student organizations to aid in retention.
- *Participate in business and community activities that foster goodwill and promote the mission and values of the college.
- *Participate in setting departmental goals, in developing college budgets that support the goals, and in planning for achieving those goals.
- *Promote and maintain departmental affiliation agreements and other partnerships.
- *Other duties as assigned.

[] – lines with an asterisk (*) indicate Full-Time Faculty responsibility only*