

Article 17: Job Descriptions

All faculty members are covered by the regular, probationary and temporary, or adjunct faculty general job descriptions, including those faculty members whose specific job descriptions are included in this Contract.

17.01 FACULTY DUTIES: REGULAR, PROBATIONARY, AND TEMPORARY

FACULTY: Faculty duties of the average 40-hour workweek are divided into three (3) areas of responsibility:

- A. **Student Contact:** Either "instructional" or "allied." A given assignment may include both instructional and allied student contact. This portion of faculty duties accounts for an average of 35/40 of the workweek.
1. **Instructional Student Contact:** Instructional student contact refers to those activities directly related to scheduled instruction, including: lecture, laboratory, clinical, performance and coaching assignments; preparation for instruction; student assessment activities, and office hours for instructors of record. This portion of faculty duties accounts for an average of 35/40 of the workweek. Examples of instructional duties include, but are not limited to, the following:
 - a. Faculty Obligation to Students:
 - 1.) Starts and ends class at the scheduled time, and holds final exams during the scheduled time, except as requested by individual students under extraordinary circumstances.
 - 2.) Issues a syllabus for each class, including at least the following: course description and organization following the approved course outline; reading and lecture schedule; assignment structure, and written grading policy.
 - 3.) Instructs or supervises students during all scheduled lecture, laboratory, clinical, performance, and coaching sessions of their assignment unless ill, unavoidably detained, or engaged in approved departmental or College business of a priority nature. Starts and ends classes on time.
 - 4.) Prepares materials for instructional use including handouts, presentations, exams, quizzes, and classroom and homework assignments. Updates materials in response to major advances in the field of study.
 - 5.) Confers with students on academic matters and advises students in matters related to the discipline and to career goals as appropriate.
 - 6.) Solicits and evaluates student feedback about their experience in the class. (See [Article 14: Evaluations](#), paragraph 14A.05.A.1.)
 - 7.) Refers students to counselors and other campus resources as appropriate.
 - 8.) Assists in providing authorized accommodations for students with disabilities.
 - 9.) Maintains office sessions as posted; meets with students during established office sessions, and by appointment when arranged by specific student request. (See [Article 32: Workload](#), paragraph 32.02.C-E.)
 - 10.) Assesses student work and provides evaluation of that work to students in a timely manner, particularly following midterms and prior to final dates for dropping or withdrawing.

- 17.01** A. 1. a. 11.) Provides alternative assignments or activities to field trips and other group activities that are not identified by date and time in the published class schedule. (Exceptions: team and performance courses such as those in P.E., Dance & Athletics, Theatre Arts, Music, and Communication Studies.)
- 12.) Determines all grades according to published grading policy.
- 13.) Posts examination grades to enable each student to identify only his/her own scores.
- 14.) Completes midterm reports and final grades to meet established College deadlines and maintains positive attendance and grading records as required by the Education Code.
- b. Other Faculty Obligations:
- 1.) Selects textbooks and other course materials, subject to approval of department.
- 2.) It is the responsibility of the faculty member to notify the Office of Academic Affairs of absences before they occur and to report the absence upon return. (Note: provisions for coverage of missed classes must be made according to the provisions of [Article 29: Substitutes](#)).
- 3.) Uses and maintains the College email account to receive official communication from the District about terms and conditions of employment.
2. **Allied Student Contact:** Allied student contact refers to those activities directly related to individual or group contact with students in a formal or informal setting, that occur as part of regularly assigned duties of counselors, librarians, and other faculty whose special job descriptions are appended to this Contract. This portion of faculty duties accounts for 35/40 of the workweek. Examples of allied duties include, but are not limited to, the following:
- a. Faculty Obligation to Students:
- 1.) Confers with students and advises students in matters related to their education and careers.
- 2.) Selects or develops handouts, presentations, and other materials for student use.
- 3.) Prepares written materials and instruction to support student use of services.
- 4.) Meets with students at established times, or by appointment, as a part of their regular duties.
- 5.) Confers with students on academic matters, career opportunities, and other appropriate matters.
- 6.) Provides liaison with other programs.
- 7.) Develops services and collections related to curriculum, e.g. library collections.
- 8.) Provides instruction related to the faculty member's assignment.
- 9.) Refers students to counselors and other campus resources as appropriate.
- 10.) Solicits and evaluates student feedback. (See [Article 14: Evaluations](#), paragraph 14A.05.A.1.)

17.01 A. 2. b. Other Faculty Obligations:

- 1.) Prepares and presents lectures as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department.
- 2.) Participates in innovative programs as requested by the department (e.g. mentoring at Transfer Center).
- 3.) Maintains records of student contact as required by the department.
- 4.) Counseling duties may include short-term personal counseling with appropriate referral to off-campus agencies. Ongoing therapeutic counseling is not part of a counselor's job.
- 5.) Librarian duties include instruction in research and reference.
- 6.) Uses and maintains the College email account to receive official communication from the District about terms and conditions of employment.

B. **College Service:** The same for all regular, probationary, and temporary faculty. Along with professional service and development, this portion of faculty duties accounts for an average of 5/40 of the workweek.

1. **Definition of College Service:** Those activities which contribute to the department or to the College outside of instruction or the range of assigned allied duties. Along with professional service and development, this portion of faculty duties accounts for an average of 5/40 of the workweek. Some College service activities are required of all faculty members. Others may be used to meet this portion of the job requirement along with required and other professional service and development activities. The two categories of College service activities are identified in the examples below.
2. **Limit to Adjunct Faculty Participation on Committees:** Note: It is recognized that regular faculty have a primary role in making departmental recommendations about staffing, curriculum, budgeting, scheduling, and other matters. Therefore, the District reserves the right to limit membership on designated committees, including but not limited to those dealing with the subjects identified above, to regular faculty. Adjunct faculty members will be provided with the opportunity to express their opinions on all matters that arise at department meetings and to place items on the department meeting agenda. Adjunct faculty will be provided with the opportunity, but will not be required, to participate in the operation of the department including committees other than those officially designated within a department according to the provisions in this paragraph above, and workgroups, forums, etc.
3. **Examples of College Service.** Examples of College service would include, but are not limited to, the following:
 - a. **Required College Service Activities**
 - 1) Attends regularly scheduled department meetings.
 - 2) Serves on evaluation and tenure review teams as required by the Contract and standard department procedures.
 - 3) Serves on hiring committees as required by the District Hiring Policy and standard department procedures as appropriate to individual areas of academic expertise.
 - 4) Serves as requested, or according to standard department procedures, on officially designated full-time faculty departmental committees.

- 17.01** B. 3. a. 5) Serves on program advisory committees as required by the department.
 6) Attends Graduation ceremonies.
 7) Follows departmental requirements for New Faculty Orientation Day.
- b. **Other College Service Activities**
- 1) Serves on general departmental committees.
 - 2) Serves on College-wide committees.
 - 3) Serves on the Academic Senate or the AFA Executive Council as elected.
 - 4) Participates in community outreach efforts, including such activities as school visitations, career fairs, or Day under the Oaks.
 - 5) Provides classes or activities for Professional Development Activity Days.
 - 6) Participates in special projects as requested by the District.
 - 7) Participates in the shared governance activities of the District.
- C. **Professional Service and Development:** The same for all regular, probationary, and temporary faculty. Along with College service, this portion of faculty duties accounts for an average of 5/40 of the workweek.
1. **Definition of Professional Service and Development:** Those independent activities initiated by the faculty member which support or promote the discipline or the profession academically or in the community. Along with College service, this portion of faculty duties accounts for an average of 5/40 of the workweek. Some of the professional service and development activities are required. Others may be used to meet this portion of the job requirement along with other College service activities. The two categories of professional service and development are identified in the examples below. (Note: to document these activities, please keep a list.)
 2. **Interference with Other Requirements.** Note: these activities should not prevent performance of student contact or College service requirements.
 3. **Examples of Professional Service and Development.** Examples would include, but are not limited to, the following:
 - a. **Required Professional Service and Development Activities**
 - 1) Participates in Professional Development Activity Day activities organized by the District, the department, or in self-designed professional growth activities (i.e. "Flex" days) in their stead. (Note: These activities are a required part of the 177-day contract year and are considered to be separate from the weekly time allocated for other professional service and development activities.)
 - 2) Participates in activities designed to help maintain currency in the discipline of the faculty member and documents that activity.
 - b. **Other Professional Service and Development Activities**
 - 1) Participates in professional conferences and seminars and documents that activity.
 - 2) Serves, or is elected to office, in professional organizations and documents that activity.
 - 3) Organizes or participates in community activities directly related to the discipline or to the College and documents that activity.

- 17.01** C. 3. b. 4) Offers conferences, seminars, lectures, or other events including performances and exhibits, for purposes of advancement of the discipline, and documents that activity.
- 5) Reads and researches in one's discipline or related disciplines and documents that activity.
- 6) Writes or publishes in one's discipline or related disciplines and documents that activity.
- 7) Develops creative work in one's discipline and documents that activity.
- D. **Other:** Assignments for which either reassigned time or special compensation is given are not included in this description.

17.02 FACULTY DUTIES: ADJUNCT FACULTY: Duties of adjunct faculty (including credit and noncredit, instructional and allied) are divided into three (3) areas of responsibility:

- A. **Student Contact:** Either "instructional" or "allied." A given assignment may include both instructional and allied student contact.
1. **Instructional Student Contact:** Instructional student contact refers to those activities directly related to scheduled instruction, including: lecture, laboratory, clinical, performance and coaching assignments; preparation for instruction; student assessment activities, and; office hours for instructors of record. Examples of instructional duties include, but are not limited to, the following:
- a. Faculty Obligation to Students:
- 1.) Starts and ends class at the scheduled time, and holds final exams during the scheduled time, except as requested by individual students under extraordinary circumstances.
 - 2.) Issues a syllabus for each class, including at least the following: course description and organization following the approved course outline; reading and lecture schedule; assignment structure, and written grading policy.
 - 3.) Instructs or supervises students during all scheduled lecture, laboratory, clinical, performance, and coaching sessions of their assignment unless ill, unavoidably detained, or engaged in approved departmental or College business of a priority nature. Starts and ends classes on time.
 - 4.) Prepares materials for instructional use including handouts, presentations, exams, quizzes, and classroom and homework assignments. Updates materials in response to major advances in the field of study.
 - 5.) Confers with students on academic matters and advises students in matters related to the discipline and to career goals as appropriate.
 - 6.) Solicits and evaluates student feedback about their experience in the class.
 - 7.) Refers students to counselors and other campus resources as appropriate.
 - 8.) Assists in providing authorized accommodations for students with disabilities.
 - 9.) Maintains office sessions as posted; meets with students during established office sessions, and by appointment when arranged by specific student request. (See [Article 32: Workload](#), paragraph 32.02.D & E.)

- 17.02** A. 1. a. 10.) Assesses student work and provides evaluation of that work to students in a timely manner, particularly following midterms and prior to final dates for dropping or withdrawing.
- 11.) Provides alternative assignments or activities to field trips and other group activities that are not identified by date and time in the published class schedule. (Exceptions: team and performance courses such as those in P.E., Dance & Athletics, Theatre Arts, Music, and Communication Studies.)
- 12.) Determines all grades according to published grading policy.
- 13.) Posts examination grades to enable each student to identify only his/her own scores.
- 14.) Completes midterm reports and final grades to meet established College deadlines and maintains positive attendance and grading records as required by the Education Code.
- b. Other Faculty Obligations:
- 1.) Selects textbooks and other course materials, subject to approval of department.
- 2.) It is the responsibility of the faculty member to notify the Office of Academic Affairs of absences before they occur and to report the absence upon return. (Note: provisions for coverage of missed classes must be made according to the provisions of [Article 29: Substitutes](#).)
- 3.) Uses and maintains the College email account to receive official communication from the District about terms and conditions of employment.
2. **Allied Student Contact:** Allied student contact refers to those activities directly related to individual or group contact with students in a formal or informal setting, that occur as part of regularly assigned duties of counselors, librarians, and other faculty whose special job descriptions are appended to this Contract. Examples of allied duties include, but are not limited to, the following:
- a. Faculty Obligation to Students:
- 1.) Confers with students and advises students in matters related to their education and careers.
- 2.) Selects or develops handouts, presentations, and other materials for student use.
- 3.) Prepares written materials and instruction to support student use of services.
- 4.) Meets with students at established times, or by appointment, as a part of their regular duties.
- 5.) Confers with students on academic matters, career opportunities, and other appropriate matters.
- 6.) Provides liaison with other programs.
- 7.) Develops services and collections related to curriculum, e.g. library collections.
- 8.) Provides instruction related to the faculty member's assignment.
- 9.) Refers students to counselors and other campus resources as appropriate.
- 10.) Solicits and evaluates student feedback.

17.02 A. 2. b. Other Faculty Obligations:

- 1.) Prepares and presents lectures as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department.
- 2.) Participates in innovative programs as requested by the department (e.g. mentoring at Transfer Center).
- 3.) Maintains records of student contact as required by the department.
- 4.) Counseling duties may include short-term personal counseling with appropriate referral to off-campus agencies. Ongoing therapeutic counseling is not part of a counselor's job.
- 5.) Librarian duties include instruction in research and reference.
- 6.) Uses and maintains the College email account to receive official communication from the District about terms and conditions of employment.

B. College Service: Not required of all adjunct faculty.

1. **Definition of College Service:** Those activities which contribute to the department or to the College outside of instruction or the range of assigned allied duties. These activities are not required of adjunct faculty, but when assigned and accepted by the adjunct faculty member shall receive a District Activity load factor and shall be compensated at the District Activity rate of pay.
2. **Limit to Adjunct Faculty Participation on Committees:** NOTE: It is recognized that regular faculty members have a primary role in making departmental recommendations about staffing, curriculum, budgeting, scheduling, and other matters. Therefore the District reserves the right to limit membership on designated committees, including but not limited to those dealing with the subjects identified above, to regular faculty. Adjunct faculty will be provided with the opportunity to express their opinions on all matters that arise at department meetings and to place items on the department meeting agenda. Adjunct faculty will be provided with the opportunity, but will not be required, to participate in the operation of the department including committees other than those officially designated within a department according to the provisions of this paragraph above, and workgroups, forums, etc.
3. **Examples of College Service.** Examples of College service would include, but are not limited to, the following:
 - a. Attends regularly scheduled department meetings.
 - b. Serves on evaluation teams as permitted by the Contract and according to standard department procedures.
 - c. Serves on departmental committees, as requested by the department.
 - d. Performs departmental work, such as curriculum development, for designated regular faculty committees, as requested by the department.
 - e. Serves on program advisory committees as requested by the department.
 - f. Serves on College-wide committees.
 - g. Serves on the AFA Executive Council as elected.
 - h. Participates in community outreach efforts, including such activities as school visitations, career fairs, or Day under the Oaks, as requested by the department.
 - i. Provides classes or activities for Professional Development Activity Day.

- 17.02** B. 3. j. Participates in special projects as requested by the District.
k. Participates in the shared governance activities of the District.
- C. **Professional Service and Development:** Limited to Professional Development Day activities in certain job categories.)
1. **Definition of Professional Service and Development.** Those independent activities initiated by the faculty member which support or promote the discipline or the profession academically or in the community.
 2. **Interference with Other Requirements.** Note: these activities should not prevent performance of student contact or College service requirements.
 3. **Paid Professional Development Activities.** Paid Professional Development activities for adjunct faculty are limited to the following:
 - a. Adjunct faculty may participate in Professional Development Activity (PDA) Day activities organized by the District or in self-designed activities designed by the department.
 - b. All adjunct instructional faculty members teaching a semester-length course that meets on a scheduled PDA day will be expected to participate in the scheduled activities and will be paid for participation for the number of hours they would have taught had class been in session.
 - c. Adjunct allied faculty members are not required to attend PDA days. They may be scheduled to work those days, or they may apply to their departments for compensation to attend specific PDA day activities.
 - d. Any adjunct faculty member may participate in PDA days on a volunteer basis, or apply to their department for compensation for participation not otherwise compensated under the guidelines established for departmental activities.
- D. **Other:** Assignments for which either reassigned time or special compensation is given are not included in this description.

17.03 DUTIES: DEPARTMENT CHAIR

A. General

1. **Two Major Functions of Department Chairs**
 - a. The first major function of department chairs is to provide departmental leadership — in terms of modeling good instruction, developing new curriculum, advocating for their programs in terms of institutional resources, resolving intradepartmental conflicts, and maintaining department morale.
 - b. The second major function of department chairs is to serve as liaison to the administration in terms of curriculum, hiring, budgeting, scheduling, evaluation, facilities, etc. Both functions are reflected in the outline below and require knowledge of campus policies, procedures, and practices.
2. **Shared Responsibility for Off-campus Programs:** Department chairs share responsibility for off-campus programs with the administrators assigned to those programs. In principle, in order to maintain consistency of curriculum and instructional quality, departments should be as involved as practicable with courses from their disciplines.

17.03 B. Yearly service: Department Chair

1. Department Chair Days:

- a. Department chairs serve and will be paid for two (2) days typically scheduled in the week prior to the beginning of the fall semester in addition to the standard 177-day contract year. Other work undertaken outside the academic year is subject to the conditions of [Article 13: Department Chairs](#), paragraphs 13.07.B and C.
- b. For the 2009-10 academic year, department chairs will be paid at the base hourly rate for up to six (6) hours of work in addition to the regular contract year. As always, a timesheet will be required. Typically these hours are scheduled in the week prior to the fall semester and are used for department chair training. The scheduled chair training is mandatory for all chairs; however, exceptions may be made with the approval of the vice president of Academic Affairs.

2. Academic Year Service of Department Chair

- a. Subject to the constraints of their instructional or allied assignments, department chairs generally are expected to be available to conduct department business during the working days of the academic year.
- b. The department chair typically serves as instructor of record for independent study courses.
- c. The department chair maintains evening hours as needed during the first two (2) weeks of the regular semester.

3. Other Portions of the Calendar Year Service of Department Chair: In addition to the days of yearly service, the department chair is available during other portions of the calendar year for discussions on such matters as: schedule changes prior to the beginning of a regular semester or summer session; budgets; late hiring issues; and other "emergency" issues. A chair must notify the supervising administrator of whom to contact if the department chair will not be available at any time during the rest of the calendar year.

C. Specific Responsibilities of Department Chairs

1. Personnel

- a. **Staffing positions.** The department chair recommends faculty and classified staffing positions based on evaluation of need.
- b. **Hiring process.** In conjunction with the Human Resources Department and the Office of Academic Affairs, the department chair coordinates or participates in the hiring process, including the development of job announcements, recruitment, committee formation, paper screening, interviewing, and selection.
- c. **Orientation.** The department chair facilitates the orientation of new personnel.
- d. **Tenure review and evaluations.** The department chair participates in the tenure review of probationary faculty and evaluation of regular, temporary, and adjunct faculty as specified in this Contract.
- e. **Classified staff.** The department chair is considered the immediate supervisor of the department's classified staff, and evaluates classified staff consistent with the provisions of the SEIU Contract and District Policy and Procedures.

17.03 C. 2. **Class Schedules**

- a. **Schedule development.** The department chair works with the department members, the supervising administrator, and the Scheduling Office to develop the schedule of classes for the department programs.
- b. **Loads, schedules, and enrollments.** The department chair monitors instructional loads and enrollments, and assists the supervising administrator in canceling and adding classes, and readjusting instructor schedules and loads.

3. **Curriculum**

a. **Curriculum review**

- 1) The department chair reviews department curriculum regularly, including maintaining currency of course outlines.
- 2) The department chair ensures that assessment and placement devices and prerequisites are appropriate, fair, and consistent with matriculation guidelines.

- b. **Curriculum development.** The department chair keeps current regarding needed curricular change through contacts with counselors, the Articulation Office, advisory committees, four-year institutions, employer groups, etc. As needed, coordinates curriculum with other departments.

- c. **Distribution of course outlines.** The department chair distributes updated/ revised/new course outlines to faculty prior to the beginning of each semester.

- d. **Textbook selection.** The department chair approves textbook selection.

4. **Program Administration**

- a. **Support programs and services.** The department chair maintains liaison with instructional support programs and services (e.g. Tutorial Center, MCL, Library, AV, Learning Services, Counseling).

- b. **Program planning and evaluation.** The department chair prepares program planning and evaluation documentation.

- c. **Committee meetings.** The department chair attends department chair meetings.

5. **Budget**

- a. **Budget proposals.** The department chair works with the supervising administrator (while conferring with department faculty and classified staff) to develop proposed budget figures for: nonfederal student help and STNC classified staff; "4000" Object Code expenditures; "5000" Object Code expenditures; and other areas as requested by the supervising administrator.

- b. **Expenditures.** The department chair signs purchase orders and monitors expenditures in the categories identified above.

- c. **Communication.** The department chair apprises the supervising administrator of budgetary issues in a timely manner.

6. **Facilities and Equipment**

- a. **Equipment and materials needs.** The department chair works with the supervising administrator (while conferring with department faculty and classified staff) to develop priority lists for general equipment, computer equipment, media, and library materials.

- 17.03.** C. 6. b. **Purchasing equipment.** The department chair assists in the process of purchasing approved items as requested by the supervising administrator.
- c. **Facilities modification planning.** The department chair works with the supervising administrator (while conferring with department faculty and classified staff) in the planning of additions or modifications, or other capital outlay projects.

7. **Other**

- a. **Leadership.** The department chair demonstrates leadership by:
- 1) Holding regular department meetings (at least one [1] per semester) open to all faculty members;
 - 2) Attending advisory committee meetings for departmental programs;
 - 3) Maintaining regular formal and informal department communication channels with all faculty and staff with regard to discipline and departmental issues;
 - 4) Maintaining currency regarding published College policies, procedures, and guidelines;
 - 5) Participating in department chair training programs as requested;
 - 6) Assisting in the development of publications about the College, as requested by the supervising administrator;
 - 7) Assisting in the development of governmental and private grant proposals, and reports as requested by the supervising administrator; and
 - 8) Using and maintaining the College email system to communicate with faculty and the District.
- b. **Student complaints.** The department chair is the first level of appeal for student complaints related to the department's programs or personnel.

17.04 COORDINATORS: DEFINITIONS

- A. **"PROGRAM COORDINATOR"** means a faculty member who assists a department chair/supervising administrator in the coordination and administration of a specific program of study. Duties vary and may include: preparing/reviewing/revising curriculum, preparing the schedule of classes, advising students, administering program budget, preparing the PEP, acting as liaison to the department chair, and/or dean, advocating for program needs, organizing an advisory Committee (for vocational programs), organizing and holding advisory committee meetings at least twice a year, and acting as liaison to the College for the program, for example for PR.
- B. **"PROJECT COORDINATOR"** means a faculty member who assists a department chair/supervising administrator in the coordination and administration of a specific project, for example the SEED project or Scholar Athletes Program. Duties vary and may include: recruiting and advising participants in the project, acting as liaison to and from District faculty as needed, coordinating project activities at all District locations, acting as liaison to the department chair, and/or dean, advocating for project needs, and acting as liaison to the College for the program, for example for PR.
- C. **"LOCATION COORDINATOR"** is a position that does not currently exist. However, both AFA and the District have agreed to analyze the need for better coordination and administration of department operations at sites where programs are offered without a resident department chair and to determine a means to provide support of department faculty and programs at all District locations.