

**FACULTY MEMBER'S OBLIGATION TO STUDENTS**

ADOPT: APRIL 8, 1985

REVISED: FEBRUARY 14, 1995

REVISED: MAY 8, 2001

REVISED: OCTOBER 12, 2004

REVISED: DECEMBER 9, 2008

TITLE 5: 55002

---

The key element of any educational program is the classroom experience and the manner in which both parties, student and faculty member, cooperate and work with one another. Faculty members must also serve students with essential services in allied areas such as the library, counseling, or disability resources. The faculty members' obligation to students includes the recognition that they deserve consistent, courteous, and professional treatment at all times. While classroom and allied faculty situations vary, and some faculty must perform both roles, faculty members must follow certain basic guidelines that will enable students to function at their best. The same principles hold true for faculty members with non-teaching assignments, including counselors, librarians, and disability specialists. The following specific obligations are excerpted from the faculty job description in Article 7 of the AFA contract, and are hereby incorporated into district policy. (The students' responsibilities are outlined in Section 8.2 Students Rights and Responsibilities, and are further defined in each instructor's syllabus.)

Teaching Faculty Members

- Start and end class at the scheduled time, and hold final exams during the scheduled time, except as requested by individual students under extraordinary circumstances.
- Issue 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.
- Instruct or supervise 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. Start and end classes on time.
- Prepare materials for instructional use including handouts, presentations, exams, quizzes, and classroom and homework assignments. Update materials in response to major advances in the field of study.
- Confer with students on academic matters and advise students in matters related to the discipline and to career goals as appropriate.
- Solicit and evaluate students' feedback about their experience in the class.
- Refer students to counselors and other campus resources as appropriate.
- Assist in providing authorized accommodations for students with disabilities.
- Maintain office sessions as posted; meet with students during established office sessions and by appointment when arranged by specific student request.
- Assess student work and provide evaluation of that work to students in a timely manner, particularly following midterms and prior to final dates for dropping or withdrawing.
- Provide 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., Theatre Arts, Music, and Communication Studies.)
- Determine all grades according to published grading policy.
- Post examination grades to enable each student to identify only his/her own scores.

- Complete mid-term reports and final grades to meet established college deadlines and maintain attendance and grading records as required by the Education Code.

#### Non-teaching Faculty Members

The following obligations are applicable when they correspond to allied faculty job descriptions.

- Confer with students and advise students in matters related to their education and careers.
- Select or develop handouts, presentations, and other materials for student use.
- Prepare written materials and instruction to support student use of services.
- Meet with students at established times, or by appointment, as a part of their regular duties.
- Confer with students on academic matters, career opportunities, and other appropriate matters.
- Provide liaison with other programs.
- Develop services and collections related to curriculum, e.g. library collections.
- Provide instruction related to the faculty member's assignment.
- Refer students to counselors and other campus resources as appropriate.
- Solicit and evaluate student feedback.