

~~WEST VALLEY MISSION COMMUNITY COLLEGE DISTRICT~~
APPENDIX D

TITLE: COUNSELING FACULTY

Introduction:

Counselors are members who are assigned a majority (i.e., 50% or more) of their time to counseling or closely related activities.

The duties of the counseling faculty consists of counseling related assignments which total a minimum of thirty (30) hours per week and other responsibilities which are necessary for the effective and efficient operation of the member's department, division, college and the District which total a minimum of thirty-two point eight (32.8) hours per week in accordance with Article 18.

Duties and Responsibilities:

Counseling duties and responsibilities are assigned in accordance with Article 19.9 by the dean ~~in consultation with the counselor and the supervisor~~ and may consist of one or more of the following.

1. Counseling and advising students, on both an appointment and a drop-in basis.
2. Perform specialized work duties as necessary during registration periods.
3. ~~Articulation meetings.~~
3. Provide formal in-service training.
4. Participate in program/service development activities.
5. ~~Scheduled drop in time.~~
5. Perform other duties as assigned by the Vice President as required for the department and/or college.
6. ~~Upon consultation with the counselor,~~ Counselors may also be assigned by the Vice President Department Chair to teach one or more counseling courses during a semester.
7. Counselors have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
8. Counselors who teach courses must comply with the same duties required of the academics instructors as outlined in their job description, including 1/2 hour of office hours in accordance with Article 100.7. ~~for each section taught.~~

In addition to the counseling related duties outlined above, members of the counseling faculty are expected to perform ~~assume~~ institutional responsibilities which are of value

~~to their department, division, college and/or District~~ as delineated in Articles 18 and 22.

Board Approved: September 19, 1991