

~~WEST VALLEY MISSION COMMUNITY COLLEGE DISTRICT~~

APPENDIX D

TITLE: INSTRUCTOR

Introduction:

~~Under the general direction of a Division Chair and Vice President, the Instructor's duties and responsibilities include the following:~~

Instructors are members who are assigned a majority (i.e., 50% or more) of their time in the classroom or closely related activities.

A full time load for The duties of the instructional faculty members consists of classroom assignments or closely related activities that total a load factor of 1.00 each semester as determined by the Load Book, and other responsibilities which are necessary for the effective and efficient operation of the member's department, division, college and District that total a load factor of 1.00 each semester in accordance with Article 18.

Duties and Responsibilities:

Instructional duties and assignments responsibilities are assigned in accordance with Article 19 and may consist of one or more of the following:

1. Provide instruction for assigned courses. This includes preparation, in class activities, evaluation of students' work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes.
2. Maintain accurate class and other records. ~~conforming with state requirements and stated District and college needs.~~
3. Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
4. File course outlines and a syllabus for each course with the appropriate division offices.
5. Post and maintain a ~~minimum of three (3)~~ office hours each week in accordance with Article 18 for full-time faculty and Article 100.7 for associate faculty. A maximum of two (2) of these hours may be spent working in a location other than the individual's office (e.g. the tutorial center, computer lab, classroom, etc.) ~~providing the alternate location is approved in advance in writing by the division chair and posted.~~ Office hours must be posted and filed in the division chair's office on or before the start of the semester. Office hours must be scheduled in no less than 30-minute segments.

- ~~6. Observe, support, and enforce the regulations, policies, and programs of the District and college.~~
6. Provide each student with a written current course syllabus as per instructions in the Faculty Handbook at the beginning of the course.
7. Refer students to appropriate college resources. ~~for information on counseling and other student services.~~
8. Assist students by providing advice on requirements for successful achievement in the members' area of expertise.

In addition to the instructional duties and responsibilities outlined above, members are expected to perform ~~assume~~ institutional responsibilities ~~which are of value to the department, division, college and/or District~~ as delineated in Articles 18 and 22.