

## **FACULTY STANDARDS**

Faculty are professional educators who have the primary responsibility of fulfilling the District mission of providing a quality education for all students attending the colleges within Central Texas College District. Faculty categories include full-time and temporary without benefits (adjunct). Faculty members are responsible to a department/program chairperson. The relationship of the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning.

### DUTIES AND RESPONSIBILITIES

1. Maintain annually-updated course syllabi and provide each student at the beginning of the semester with a written statement of course requirements including texts, course content and competencies, and evaluation to include specific grading criteria.
2. Prepare course materials; use appropriate teaching techniques including delivering lectures, leading discussions, and conducting laboratory demonstrations; and perform other activities which are related to and meet the requirements of the courses.
3. Conduct evaluations of student performance and assign grades on the basis of such evaluations.
4. Maintain accurate records of student attendance and grades according to college and state policy.
5. Submit all departmental and institutional forms as directed in a timely manner.
6. Maintain the posted required office hours and be available for student conferences and tutoring.
7. Be responsible for the development and revision of course content, textbook/equipment selection, instructional materials, and teaching assignments/scheduling.
8. Be responsible for administering student surveys in classes as prescribed by district procedure and discussing results with department chair.
9. Relate course content to real-world and/or workplace applications.
10. Maintain professional skills and subject expertise through continual study and research in discipline and through involvement in professional organizations.
11. Participate in at least fourteen (14) hours of professional development activities per year as specified in the CTC Professional Development Plan (see PD plan).
12. Donate academic expertise in the local, state, or national community when appropriate to fulfill the community relations/involvement goals of the District.
13. Serve on department, college, and district committees as needed to assist in policy development and other matters to benefit the District.
14. Work with students and employers in occupational settings, on-the-job training, practicums, internships, and similar work-related situations as applicable.
15. Participate in the development and implementation of articulation programs and agreements and promote student participation in such programs.