

SECTION 700.06

POSITION DESCRIPTION

All faculty members/instructors will report to the Vice President of Academic and Student Affairs.

Specific duties/responsibilities include:

1. Instruction of students in accordance with the schedule determined by the Vice President of Academic and Student Affairs and in furthering the best interests of the students. This is comprised of a minimum of thirty-five (35) hours per week of instruction and office time.
2. Revision and update of program curriculum and keeping course syllabi current on an annual basis and on file in the Vice President of Academic and Student Affairs. The syllabus shall comply with the Course Syllabus Instructions and required components.
3. Selection and ordering of textbooks and supplemental material for courses offered. At least one week before ordering textbooks and supplemental materials the faculty and the Vice President of Academic and Student Affairs will coordinate the faculty selection of a textbook(s) for distance delivery, considering cost efficiencies for students.
4. Maintenance of class attendance records.
5. Maintenance of office hours adequate for assisting students in reaching their objectives.
6. Report of absences from campus (due to illness, personal leave, educational or institutional services) to the Vice President of Academic and Student Affairs, and making prior arrangement for any leave request other than illness.
7. Assessment of equipment and supply needs for areas taught, and placing requisitions with the Vice President of Academic and Student Affairs for purchase of such materials.
8. Inventory of furniture, equipment, and supplies in assigned classroom, lab, shop, and/or office.
9. Service as student advisor in accordance with standard academic advisement policy. Student Affairs personnel prepare an Advisor's Handbook, which is available in the Student Affairs Office. Advisees are initially assigned to an advisor by the Student Affairs Office. Students may initiate a change of advisor by obtaining the new advisor's signature on the *Change of Advisor* form.
10. Prompt and accurate submission of all necessary LRSC administrative procedures.
11. Cooperation with administration, counselors, and other personnel in class scheduling and development of library and instructional resources.
12. Service on college committees in keeping with abilities and interests.
13. Recognition of LRSC's involvement in the community and acceptance of assignments in speaking to community groups, participating as judges for various community events, and serving the community as consultant in development of civic projects.
14. Maintenance of a view of the total instructional needs of the instructional division and LRSC as a whole.
15. Adherence to the Lake Region State College Faculty Handbook (See Faculty Handbook).
16. Other duties as assigned by the Vice President of Academic and Student Affairs.

History

Administrative Council Approved 700.06 (3) 08/21/01

Administrative Council Approved 700.06 (2) 12/21/15