II. Education Requirements

Education must meet the specific department requirements as mandated by Coastal Bend College for the appropriate field of study and degrees awarded at this institution.

Some positions may require additional background checks.

III. Qualifications

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

IV. Essential Functions:

To conduct and supervise student mastery of course content within a specified discipline. To successfully perform this job an individual must be able to perform each job responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required for this specific job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
V. Job Responsibilities

**Mastery of Subject Matter:**
Demonstrate a thorough and accurate knowledge of the field or discipline
Possess appropriate educational/professional credentials to teach in field or discipline
Connect subject matter with related fields
Maintain currency in subject matter through professional development

**Teaching Performance:**
Plan and organize instruction in ways which maximize student learning
Effectively employ teaching and learning strategies
Modify instructional methods and strategies to meet diverse student needs
Follow division-approved standardized curricula and syllabi
Effectively employ available instructional technology when appropriate
Encourage the development of communication skills and higher order thinking skills through Appropriate assignments
Effectively communicate subject matter content to student
Contribute to the selection and development of instructional materials

**Evaluation of Student Learning:**
Establish and adhere to cogent learning outcomes
Develop and use evaluation methods which fairly measure student progress toward outcomes
Evaluate and expeditiously return student work to promote maximum learning
Maintain accurate records of student progress
Post all academic contacts with students in the College’s learning management system

ACADEMIC FACULTY/INSTRUCTOR | REVISED 11/28/16
Participate in Institutional Effectiveness by assessing course outcomes and Student Learning Outcomes (SLOs) and reporting them after each instructionally aligned time line.

Submit quarterly and final grade rosters and supporting documents according to established deadline.

Inform students of student evaluations forms including open and close dates, website, etc.

Faculty members that teach via Distance Learning Video Conferencing will rotate to all four sites at least once a semester to meet the students face-to-face.

**Support of College Policies and Procedures:**

Maintain familiarity with and adheres to College Policies and Procedures

Maintain and post regular office hours to ensure accessibility to students/colleagues

Provides support to part-time (adjunct and dual-enrollment) faculty and ensures they follow division-approved standardized curricula and syllabi

Serves as a faculty mentor to part-time (adjunct and dual-enrollment) faculty and provides them with support and a point of contact

Maintains regular office hours to ensure accessibility to students/colleagues, is available for a minimum of 10 office hours per week

Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program, division and College procedure

Assure confidentiality

**Participation in College, Division, and Program Activities as assigned**

Serve on college, divisional, and program committees, teams, and task forces

Serve as a Dedicated Faculty Advisor to students and posts all contacts with students in the College student retention management system

Assist directors and/or assistant directors and/or coordinators with the development of course scheduling by the due dates.
Position Title: Academic / Workforce Faculty / Instructor
(Assistant, Associate, Professor)

Attend meetings, professional development days, in-service, graduations and events as required by the college administration.

Participate in professional activities which contribute to the educational goals of the College and its constituents.

Respond in a timely fashion to information requests from college and division administrators and/or coordinators.

Foster and maintain effective working relationships with students, colleagues, and supervisors.

Assist the director and/or assistant director and/or coordinator in developing, reviewing, and revising curriculum.

Work with director and/or assistant director and/or coordinator regarding program reviews for their area, and submit them by due date.

**Contribution to the Growth and Enhancement of College Mission and Programs:**

Maintain familiarity with College goals, mission, and strategic plans

Contribute to planning and development processes through appropriate channels

Perform professional responsibility in accordance with pertinent goals, mission, and plans of the college, division, and program

Supports recruitment and retention of students, including advising.

**Workforce faculty**

Submit program updates for weekly report at least once a Month.

Work on meeting program goals that were set at the beginning of each academic year. Two Reports per semester updating progress must be reported to the directors of your unit per semester (1\textsuperscript{st} report due at mid-term, and 2\textsuperscript{nd} report due by end of finals).

Performs other duties as assigned
Position Title: Academic / Workforce Faculty / Instructor (Assistant, Associate, Professor)

VI. Other Responsibilities:

Participate in Quality Enhancement Plan (QEP)

Participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

May be required to travel to other CBC sites based upon the need of the department.

VIII. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

IX. Environment:

Classroom and office
I have been presented with the job description for the above position of

Academic/Workforce Faculty/Instructor (Assistant, Associate, Professor)

The requirements for this position have been discussed with me and I agree that I can perform the functions of this job.

_________________________________  ________________________
Signature                               Date

Updated 11/28/2016