

PERSONNEL POSITIONS: FACULTY POSITION DESCRIPTION

SECTION ONE: DEFINITIONS

- 1.01** “Instructors” are full-time, professional employees whose duties include teaching, academic advising, supporting student success, conducting learning assessments, engaging in curriculum development and continuous improvement, providing professional service to the College, and contributing to academic fields and to the College’s service area.
- 1.02** “Adjunct Instructors” are part-time, professional employees whose duties include teaching, learning assessment, and supporting student success.

SECTION TWO: MINIMUM QUALIFICATIONS

- 2.01** Instructors and adjunct instructors shall meet or exceed the minimum qualifications (e.g., academic credentials, licensures, experience, etc.) for the field in which they teach as established by Angelina College, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges.
- 2.02** The Vice President of Academic Affairs is responsible for ensuring all instructors and adjunct instructors meet or exceed minimum qualifications and for maintaining a credential file with appropriate and adequate documentation of qualifications for each instructor and adjunct instructor employed by Angelina College.
- 2.03** Instructors and adjunct instructors are responsible for providing appropriate documentation of academic credentials, licensures, and experiences to the Vice President of Academic Affairs to establish they meet or exceed minimum qualifications, including newly acquired credentials, renewed licenses, or new experiences.

SECTION THREE: SUPERVISION RECEIVED

- 3.01** All instructors and adjunct instructors are assigned to one of the academic schools. The Vice President of Academic Affairs may reduce the number of credit hours a full-time instructor is assigned to teach (release time) in consideration of a temporary, part-time, non-teaching administrative assignment.
- 3.02** Instructors and adjunct instructors receive supervision from the Dean or Department Chair responsible for the school or department to which they are assigned.
- 3.03** For each academic program or curricular area, the College appoints one full-time instructor or qualified academic administrator to serve as lead instructor responsible for coordinating the program as well as for leading curriculum development, review, and outcomes assessment for the program under the supervision of the Dean to which the program or curricular areas is assigned.

3.04 For any academic program that obtains program-level accreditation, the College appoints a Program Director responsible for all functions assigned to a lead instructor in addition to exercising functional supervision for all instructors and adjunct instructors assigned to that program. The Dean responsible for an academic school in which an accredited program is housed shall supervise the Program Director and exercise administrative supervision of instructors and adjunct instructors in that program.

3.04.1 For the purposes of this Section, “functional supervision” shall involve tasks related to the assignment and distribution of work, including training, scheduling, learning outcome assessment, curriculum development and continuous improvement, task assignments, and checking on work performance. Functional supervisors shall provide input on the hiring, evaluation, and contract renewal of instructors and adjunct instructors assigned to a program.

3.04.2 For the purposes of this Section, “administrative supervision” shall involve tasks requiring the exercise of independent judgment including hiring recommendations, performance evaluations, assignment of employee discipline, and termination or nonrenewal recommendations.

SECTION FOUR: DUTIES AND RESPONSIBILITIES

4.01 The following subsections are not intended to provide a comprehensive listing of activities, duties, and responsibilities required of instructors and adjunct instructors. The specific duties and responsibilities of instructors and adjunct instructors may vary given the diverse nature of academic fields or best pedagogical practices.

4.02 Instructors and adjunct instructors are generally responsible for ensuring the achievement of appropriate student learning and academic program outcomes as well as contributing to the overall educational environment of the College.

4.03 The faculty has primary responsibility for the content, quality, and effectiveness of the curriculum, including the development and approval of new curriculum and the assessment and continuous improvement of existing curriculum. Individual instructors are expected to support the fulfillment of this responsibility.

4.04 In addition to (a) providing quality instruction, (b) supporting curriculum development and review, and (c) helping foster an optimal educational environment, instructors are responsible for actively assisting the College in fulfilling its mission through service to the College and service to the community.

4.04.1 Examples of service to the College include membership on a standing committee or ad hoc committee; advising a registered student organization; promoting, developing, or improving the instructional and student service programs of the College, the educational image and philosophy of the College, or the operational practices, policies, and procedures of the College; assisting in the student recruitment, registration, retention, and completion processes and initiatives; and/or

continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

4.04.2 Examples of service to the community include membership on the board of directors for nonprofit organizations; volunteer service related to the instructor's field of study at independent school districts in the College's service area; participation in economic development, leadership, or community service campaigns, programs, or events in the College's service area; service in elected office in the College's service area; and/or participating in the outreach, marketing, or public relations efforts of the College.

4.05 The College expects all instructors to fulfill the following duties and responsibilities:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, shops, and co-curricular programs.
- Teach 15 credit hours per semester of organized courses according to the College Catalog description, the syllabus, and the schedule of classes.
- In collaboration with instructors assigned to the same academic unit, exercise responsibility for the content, quality, and effectiveness of assigned curriculum.
- For assigned academic unit and/or educational program, participate with colleagues and administrators in identifying expected learning outcomes, assessing the extent to which students achieve those outcomes, and provide evidence of improvement based on the analysis of the results.
- As an individual and as a member of various Standing Committees, participate in the promotion, development, and continuous improvement of the College's academic and administrative policies, procedures, programs, and services.
- Assist in the student registration and academic advising processes, including the maintenance and updating of associated records.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Executive Director of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see *FLB Local*).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave an instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to students in each assigned course section according to the instructional arrangements policy (see: *EC Regulation*).
- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the student admissions and attendance policy (see: *FBD Regulation*).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to grading and credit policies and procedures (see: *EGA Regulation*).
- Submit semester class rolls, final class rolls, final grades, and grade book records

to the Registrar's Office according to the Office's directives.

- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Post and hold a minimum of five (5) office hours per week according to the workload policy (see: *DJ Regulation*).
- Counsel students concerning problems related to the academic program. Counseling for personal, disciplinary, or other issues may, in the judgment of the instructor, be referred to the Executive Director of Student Affairs.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Aid in planning academic programs and policies in cooperation with the appropriate administrators and College Standing Committees.
- Prepare appropriate and current course syllabi according to the instructional arrangements policy (see: *EC Regulation*).
- Attend scheduled faculty meetings, school meetings, and committee meetings.
- Review and uphold the established policies and procedures of the College, and communicate problems, or suggestions to the Dean or to the Vice President of Academic Affairs, as appropriate.
- Assist in the recruitment and retention of students as appropriate.
- Bolster the College's public image and support its educational philosophy through actions and interactions in all instructional settings and in the community.
- Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

4.06 The College expects all adjunct instructors to fulfill the following duties and responsibilities:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, and shops.
- Teach assigned course sections according to the College Catalog description, the syllabus, and the schedule of classes.
- Conduct learning assessments and implement improvements based on the analysis of the results as directed.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Executive Director of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see: *FLB Local*).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave the instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to

students in each class according to the instructional arrangements policy (see: *EC Regulation*).

- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the admission and attendance policy (see: *FBD Regulation*).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to the grading and credit policy and procedures (see: *EGA Regulation*).
- Submit semester class rolls, final class rolls, final grades, and grade book records to the Registrar's Office according to the directives of the Office.
- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Appropriately refer students to the Executive Director of Student Affairs for personal, health, or other issues.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Execute assigned course sections in accordance with the approved course syllabi.

4.07 Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities

Harassing conduct includes (1) epithets, slurs, negative stereotyping, threatening intimidation, or hostile acts that relate to gender; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, elsewhere on College District premises, or is circulated in the workplace.

Employees shall not engage in conduct constituting sexual harassment. College District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

**DNA
(REGULATION)**

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the appropriate dean or their immediate supervisor in accordance with the procedures in the College District's complaint policy. [See DGBA(LOCAL)] However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging harassment to present the matter to a person who is the subject of the complaint, nor shall a sexual harassment complaint be dismissed because it is not filed within the timelines set out in DGBA(LOCAL).

It is the policy of the College to provide a work environment free from oppression, harassment, and hostility.

The Vice President of Business Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

Document History
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