FACULTY AND EDUCATIONAL ADMINISTRATORS' POLICIES

APPENDIX A

POSITION DESCRIPTIONS

SANTA BARBARA CITY COLLEGE

Instructional Faculty Job Description

POSITION SUMMARY:

The Santa Barbara City College Faculty Member is committed to providing quality instruction and to creating and maintaining an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues, as outlined in the mission statement of the College.

A regular contract faculty position at Santa Barbara City College is a full-time commitment. The faculty member is expected to perform his/her responsibilities as delineated in the faculty job description and the job announcement. Failure of a faculty member to satisfactorily fulfill these responsibilities will result in administrative action.

The primary duties of faculty members of Santa Barbara City College are those related to curriculum and teaching. The teaching assignment for a full-time faculty member is thirty Teacher Load Units (T.L.U.s) per year divided between lecture and laboratory classes, as determined by the department. In addition, class preparation time, college service, department meetings and office hours are included in the faculty member's responsibilities. Faculty members work with their peers to develop departmental and college-wide policies and make themselves available to advise students in academic and professional matters.

Specifics of the Job Description below may vary according to terms of the current Instructor's Association Negotiated Contract and the specific job description under which the faculty member was hired.

The instructional staff of SBCC is divided into departments and divisions. Each faculty member is supervised by his/her department chairperson and may be responsible for the supervision of classified staff and departmental aides. The Dean of Educational Programs for a division is the administrative supervisor.
Faculty members shall conduct themselves in a manner consistent with the AAUP Statement on Professional Ethics and conform to standards of conduct as stated in federal and state law and Board policy.

INSTRUCTIONAL RESPONSIBILITIES:

1) Demonstrate expertise and competence in academic discipline and/or area of assignment.

2) At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught. Such syllabi shall be consistent with the CAC-approved course of study outline and should include, as applicable, an outline of course objectives and requirements (exams, assignments, written work, field trips, etc.), grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.

3) Present course content according to a planned schedule and consistent with CAC-approved course outline.

4) Begin and end scheduled classes on time.

5) Instruct and/or supervise students during all class times.

6) If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.

7) Establish and consistently enforce appropriate classroom rules and procedures.

8) Administer exams or other assessment tools consistent with course objectives.

9) Administer final exams according to the published schedule.

10) Return graded materials, with appropriate feedback, in a timely manner.

11) Maintain accurate records of students' grades.

12) Maintain currency and depth of knowledge in discipline by participating in professional organizations, conferences, or workshops, reading professional journals and engaging in informal discussions with colleagues.

RELATED INSTRUCTIONAL RESPONSIBILITIES:

1) Maintain regular office hours in accordance with Board Policy 1650B and inform students of those hours.
2) Refer students to appropriate College resources for information, counseling, or other educational support as necessary.

3) Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner.

4) Select textbooks and other course materials consistent with the CAC approved Course of Study Outline, and as appropriate, in consultation with the instructor’s department, program, or disciplinary colleagues, for each of the classes taught, and regularly update such materials.

5) Participate in the evaluation of existing departmental courses and the development of new departmental offerings.

OTHER PROFESSIONAL/ACADEMIC RESPONSIBILITIES

*1) Be available, if given reasonable notice, for departmental, division, committee meetings and other professional tasks during normal working hours Monday through Friday on all contract days and hours, as stated in the annual faculty contract, except during assigned class times and office hours and when performing other official duties.

*2) Attend department and division meetings, except during assigned class times and office hours and when performing other official duties.

*3) Attend Commencement and scheduled college-wide mandatory flex activities.

*4) Participate in required college service, departmental/divisisonal program reviews and college planning activities, including periodic accreditation.

5) Report illness/absences as outlined in Board procedure.

*6) Participate in evaluation of college personnel, including self, in accordance with Board policy.

7) Engage in professional development activities on an on-going basis and seek ways to improve teaching effectiveness.

8) Conform to college policies applicable to job assignment and professional activities

*9) Report to dean and department chair outside employment that might conflict with obligations of SBCC employment, to the extent required by Government Code, Education Code, and District policies.

*These items do not apply to adjunct faculty
Approved by Academic Policies (3/10/05, 3/17/05, 3/24/05)

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Approved by Board of Trustees