Faculty Contractual Responsibilities:

Teaching:

Syllabus prepared according to college standards (templates available)
Teaching to the course outline
Assessing Student Learning Outcomes (SLOs), using data for improvement
Present and teaching for every class session in its entirety (on time, present in the classroom, exception notices filed when absent), including finals week

Additional Responsibilities:

66 hours/year of FLEX activities for full-time faculty
FLEX hours equivalent to load for associate faculty
Attendance at Institute Days
Present and available to students for five office hours per week
Census rosters accurate and timely
Grades submitted by deadline
Grade justifications submitted by deadline