

FACULTY INFORMATION

DEFINITION: FULL-TIME FACULTY

Individuals whose planned period(s) of teaching plus the time included in paid holidays and breaks adds up to at least 32 weeks in an operating year and who:

1. Teach at least the standard teaching load during each week of classes or assume duties judged by the school president to be equivalent to the standard teaching load and
2. Devote at least 50 percent of their employed hours to classroom instruction.

FULL-TIME FACULTY JOB DESCRIPTION*

Faculty members are responsible for enhancing the knowledge, skills, intellectual competencies, and professionalism of students through a structured educational experience. End results culminate in student career placement and the desire by the student for lifelong learning. Teachers encourage student success and are available for individual help, as well as institutional support at non-educational functions. The delivery of instructional services is within the context of the Fox College mission. Responsible to the Director of Education.

I. Educational Responsibilities

- a. Develop the assigned courses in accordance with approved syllabi.
- b. Deliver instruction for assigned courses by maintaining a learning environment that is conducive to meeting the individual needs of each student.
- c. Meet and assess all course objectives as specified on individual course syllabi.
- d. Promote intellectual inquiry and critical thinking as a foundation for fostering a desire for lifelong learning.
- e. Equip students with the necessary skills for practical problem solving in the workplace.
- f. Utilize current technology as a foundation for learning.
- g. Facilitate student progress through one-on-one mentoring.
- h. Keep correct and accurate records of attendance and student academic progress in accordance with college guidelines and established deadlines.
- i. Contribute to committee for ongoing curricular/institutional improvement.

II. Professional Growth Responsibilities

- a. Participate in professional development in areas of expertise and attend in-service training. Document all activities.
- b. Participate as a team member in faculty meetings regarding student progress in order to ensure the success of each individual student.
- c. Participate in interdisciplinary meetings to evaluate, update, and improve the existing curriculum.
- d. Observe other teachers in order to develop and enhance individual teaching styles. Consult with fellow colleagues as peer advisors to ensure the highest level of teaching.

III. Classroom and Professional Demeanor Responsibilities

- a. Maintain a classroom atmosphere that allows for positive learning experiences in order to support the educational and institutional purposes of the college.
- b. Promote professionalism through classroom discipline, enforcing the dress code policy, and modeling and maintaining positive and professional attitudes.

DEFINITION: PART-TIME FACULTY

Individuals who devote at least 50 percent of their employed hours to classroom instruction and who do not fall within the definition of full-time faculty.

PART-TIME FACULTY JOB DESCRIPTION*

Faculty members are responsible for enhancing the knowledge, skills, intellectual competencies, and professionalism of students through a structured educational experience. End results culminate in student career placement and the desire by the student for lifelong learning. Teachers encourage student success and are available for individual help. The delivery of instructional services is within the context of the Fox College mission. Responsible to the Director of Education.

I. Educational Responsibilities

- a. Develop the assigned courses in accordance with approved syllabi.
- b. Deliver instruction for assigned courses by maintaining a learning environment that is conducive to meeting the individual needs of each student.
- c. Meet and assess all course objectives as specified on individual course syllabi.
- d. Promote intellectual inquiry and critical thinking as a foundation for fostering a desire for lifelong learning.
- e. Equip students with the necessary skills for practical problem solving in the workplace.
- f. Utilize current technology as a foundation for learning.
- g. Facilitate student progress through one-on-one mentoring.
- h. Keep correct and accurate records of attendance and student academic progress in accordance with college guidelines and established deadlines.
- i. Contribute to committee for ongoing curricular/institutional improvement.

II. Professional Growth Responsibilities

- e. Participate in professional development in areas of expertise and attend in-service training. Document all activities.
- f. Participate in interdisciplinary meetings to evaluate, update, and improve the existing curriculum.
- g. Consult with fellow colleagues as peer advisors to ensure the highest level of teaching.

III. Classroom and Professional Demeanor Responsibilities

- a. Maintain a classroom atmosphere that allows for positive learning experiences in order to support the educational and institutional purposes of the college.
- b. Promote professionalism through classroom discipline, enforcing the dress code policy, and modeling and maintaining positive and professional attitudes.