

ISOTHERMAL COMMUNITY COLLEGE

FACULTY JOB DESCRIPTION

AND

COMPREHENSIVE ANNUAL PERFORMANCE APPRAISAL

Isothermal Community College's performance appraisal of faculty considers both the art of working with students (formative processes) and the effectiveness of the outcome (summative evaluation). This comprehensive plan focuses on encouraging growth through innovation and collaboration; and measuring effectiveness through student and formal supervisor evaluations. Components of this annual appraisal will include, but are not limited to:

- I. Expectations as stated in "A Community of Learners" Brochure (See Attachment A)
- II. Annual completion by the appropriate dean/director of the Faculty Performance Appraisal Instrument which reflects the expectations outlined in the faculty job description below. The completed instrument will be reviewed with the faculty member during the annual evaluation process during the spring. (See Attachment B)
- III. Completion by students of the Student Evaluations of Classroom Instrument in each class for first semester faculty and thereafter at least once a year in at least one class for continuing faculty (See Attachment C)
- IV. A Classroom Observation by a peer or dean/director and completion of the Classroom Observation Instrument in at least one class per year for each faculty member (See Attachment D)
- V. Development of a Performance Enrichment Plan to span two academic years by each faculty member in September of even numbered years with review and reflection of progress during the annual evaluation process (See Attachment E)
- VI. Development of a Portfolio to reflect on-going professional and personal development of the faculty member to be presented to the appropriate Dean/Director during the spring of even numbered years as part of the annual evaluation process (See Attachment F)

Guidelines and expectations for each of these components are included with the attachment or can be found on the college website at www.isothermal.edu/assessment

JOB DESCRIPTION

FULL-TIME FACULTY

Purpose of the Position: To provide high quality learning opportunities that assist students in meeting their educational goals and career aspirations.

Basic Function and Responsibility

Full-time faculty are professional educators with the primary responsibility of providing high quality learning experiences for all Isothermal Community College students. Faculty report to a dean or director and perform instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college.

The relationship of the faculty member to the student is one of teacher and facilitator of learning to learner.

Characteristic Duties and Responsibilities

The five categories listed below constitute the college's expectations of the faculty member. These responsibilities will be assessed utilizing student evaluations, classroom observations by the supervisor or his/her designee, and the supervisor's formative and summative evaluations.

All activities of the faculty member shall reflect the mission, vision, values and learning focus of the College. (See Attachment A)

Category I Facilitating Student Learning

A. Instruction

1. The faculty member will be responsible for the development and presentation of relevant course content for all courses he/she is assigned.
2. The faculty member will distribute and review the course syllabus during the first class meeting.
3. The faculty member will utilize active learning methods and use a variety of instructional strategies designed to assist the learner in meeting the objectives of the course. Such activities can include, but are not limited to:
 - a. Cooperative learning
 - b. Experiential learning
 - c. Writing for learning
 - d. Critical thinking initiatives

4. The faculty member guides the development of student portfolios.
5. The faculty member provides artifacts for the Penelope Project.

B. Instructional Support

1. In situations where there is not a standard departmental syllabus, the faculty member will prepare for each course assigned a course syllabus that outlines clear and reasonable learning outcomes and expectations and which reflects the college general competencies.
2. The faculty member will use the course description set forth in the common course library when developing or assessing learning objectives.
3. The faculty member will, when developing or assessing course objectives, appropriately integrate:
 - a) Activities to enable students to achieve program competencies
 - b) Advisory committee recommendations
 - c) Marketplace needs
 - d) Student needs and characteristics
4. The faculty member will arrange for the acquisition and preparation of all materials and equipment in a timely manner necessary to meet course objectives. The faculty member is responsible for notifying the library staff of materials that may be needed by students.
5. The faculty member will be responsible for the completion and submission of textbook orders in a timely manner.
6. The faculty member will be available for assisting students in achieving their learning goals.
7. The faculty member will be prompt and accurate in the recording and reporting of student data including 10% reports and final grade reports.
8. The faculty member will serve as an academic advisor to students.
9. The faculty member will post and maintain office hours for student appointments as stated in the faculty handbook.

Category II Service to Isothermal Community College

1. The faculty member will demonstrate a commitment to the Learning College initiative.

2. The faculty member will actively participate in college committees and/or college-wide activities as elected or assigned.
3. The faculty member will be supportive of students' learning goals by:
 - a. Focusing on student learning outcomes
 - b. Taking into account the needs and abilities of the students
 - c. Becoming familiar with academic and social support
 - d. Making reasonable provisions to accommodate individual differences
 - e. Maintaining the academic integrity of the college
4. The faculty member will serve as the academic advisor to an assigned group of students and will assist in the registration process.
5. The faculty member will participate in graduation exercises wearing appropriate academic regalia.
6. The faculty member will attend convocation activities.
7. The faculty member will be required to perform other assignments, consistent with his/her professional abilities, as assigned by an appropriate dean, director or administrator in carrying out the mission of the college. These duties include, but are not limited to:
 - a) Working with the community in meeting the learning needs of our service area when requested;
 - b) Assisting adjunct or new instructors when requested

Category III Professional Development

1. The faculty member will remain abreast of ongoing developments and practices in his/her professional content area(s).
2. The faculty member will develop and update a performance enrichment plan (PEP) to enhance content knowledge and teaching skills. (See Attachment E)
3. The faculty member will develop and/or update a portfolio that reflects professional and personal development of the faculty member. (See Attachment F)
4. The faculty member will seek opportunities to enhance skills in the utilization of active learning methods and instructional strategies.
5. The faculty member will be expected to complete the Foundations of Cooperative Learning course within two years of his/her employment.

6. The faculty member will participate in activities on scheduled professional development days.
7. The faculty member will show evidence of utilizing current assessment practices.

Category IV Interpersonal Skills

1. The faculty member will consistently interact with students, peers, and administrative and support staff in a timely, flexible, fair and professional manner. This may be evidenced by but not limited to:
 - Receptiveness to input from others
 - Positive feedback to others
 - Constructive work relationships
 - Solicitation of ideas
 - Responsiveness to the ideas and concerns expressed by others
2. The faculty member will express needs, problems, and ideas through clearly understood concise and logical verbal and written communication.

Category V Professional Behavior

1. The faculty member will consistently demonstrate:
 - Motivation and productive work habits;
 - Commitment to excellence as expressed in the College mission, vision and values;
 - A positive, cooperative and supportive attitude toward others;
 - Situationally appropriate dress and grooming;
 - Punctuality;
 - Reliability when performing assigned tasks.