**JOB DESCRIPTION**

**Instructional Faculty**

Faculty Member: ­­­­­ Rank:

Tenure Status: Non-Tenure  Tenure-Track  Tenured

Division: Division Chair:

Effective From: To: ­

*This document describes the general job duties that have been mutually determined by the faculty member and the Division Chair. If a particular category of job duty does not apply, the category should be marked N/A.* ***If any portion of workload is reassigned as other duties, it should be noted in the table below.***

**TEACHING**

List the course and instructional duties and the curriculum development activities for which the instructor is responsible. Identify the instructional activities to be observed. Note: Instructor will file syllabus in Learning Management System for every course. All student evaluation data will be maintained by the instructor for review.

**ADVISING AND/OR MENTORING**

List average advising load within this program, the expected advising load for this faculty member, and a description of the advising or mentoring activities for which the faculty member is responsible.

**SCHOLARLY/CREATIVE ACTIVITY/PROFESSIONAL DEVELOPMENT**

List the activities considered to be scholarly for this instructor, arranged in order of relative value.

**SERVICE**

List the activities in each area identified as service for this instructor.

**Division:**

**College:**

**Community and/or Profession:**

**COLLEGIALITY**

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. This aspect of faculty performance will be reviewed each year.

**VITAE**

The instructor will file an updated Curriculum Vitae in the unit office as noted in the Important Dates calendar.

**REASSIGNED DUTIES**

*If any portion of workload was reassigned as other duties, enter objectives/ primary areas of responsibility.*

**Reassigned Title:**

**Total credits reassigned per semester:**

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| --- |
| **Reassigned duty** |
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**ANNUAL PERFORMANCE REVIEW TIMELINES**

|  |  |  |
| --- | --- | --- |
|  |  | Check one |
| First (1st) Year Faculty | January 25 |  |
| Second (2nd) Year Faculty | November 8 |  |
| Third (3rd) Year Faculty | March 1 |  |
| Adjunct (more than 6 cr/sem) | June 1 |  |

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Member: |  | Date: |  |
| Division Chair: |  | Date: |  |
| Dean: |  | Date: |  |