Faculty/Instructor: Duties and Responsibilities:

Each instructor is responsible to his/her Division Chair, Director, or Coordinator and then to the Vice-President of Instructional Services. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Serve as subject matter expert and through appropriate pedagogical approaches, conduct safe, engaging, and effective learning activities which foster student achievement of the stated course, program, and institutional outcomes.
2. Prepare, organize and present instructional material at scheduled times and places in accordance with the College catalog descriptions, course syllabi and outlines, class schedule, and stated delivery mode (onsite, connected classrooms, online, streaming).
3. Complete Faculty Course Evaluations (formerly ESCRs) and if applicable, core assessment evaluations.
4. Participate in program/discipline administrative and maintenance activities including curriculum development and review for continuous improvement of courses, disciplines, and programs to meet the needs of both on-site and distance education students.
5. Prepare syllabi containing Texas Higher Education Coordinating Board approved outcomes for each course taught and update them on an annual basis, as needed. (ACGM and WECM databases, CTE Guidelines, accrediting bodies, etc).
6. Maintain accurate records of student attendance, student progress, and grades in current LMS.
7. Maintain equipment and supplies adequate for program/discipline.
8. If applicable, maintain accurate records of student retention, completion, graduation, licensure, and placement for program/discipline majors.
9. Maintain discipline and order during instructional activities.
10. Participate in professional development activities, conferences, workshops, etc. which enhance subject matter expertise and professional growth, and improves instructional effectiveness.
11. Communicate through appropriate channels (Division Chair, Director, Coordinator, Vice-President of Instructional Services, and the President) in relating dissatisfaction or making positive suggestions.
12. Participate in policy making through service on task forces or committees as appointed or elected.

13. Cooperate with other VC personnel in improving and promoting the college and/or program through active participation in recruiting, public relations, marketing activities and positive community engagement representing Vernon College.
14. Participate in the advising of students and other College initiatives aimed at increasing student success as measured by retention, completion, graduation, licensure, placement and transfer rates.
15. Participate in graduation, honors convocation, staff and faculty development, other special campus events, and college-wide engagement outside the classroom.
16. Maintain scheduled office hours as outlined in the Employee Handbook.
17. Organize and facilitate program advisory committee meetings where appropriate; work with the members of the committee to ensure that the program has adequate resources and a well-designed curriculum to provide students with the knowledge, skills, and abilities essential for employment.
18. Coordinate, with the Director of Library Services, the selection and maintenance of appropriate discipline/program specific library materials.
19. Assume other responsibilities as assigned by the appropriate instructional administrator and the College President.
20. Along with these duties and responsibilities, the instructor has the authority to do the following (non-evaluation items):
    a. Suspend a student for one class period for disruptive behavior.
    b. Evaluate the progress and performance of the student and assign grades.
    c. Enforce the College's policies and procedures and the regulations of the discipline/program.
    d. Recommend a student for counseling.
    e. Initiate requisitions and work order requests.
    f. Suspend unsafe operations.

Revised: 05/19, 4/25, 3/26