

ACADEMIC FACULTY, ATHENS, ENGLISH

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Appropriate Division Chairperson

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a minimum of eighteen (18) graduate hours in English. Qualifications to teach humanities is preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

College teaching experience preferred. Experience teaching distance learning is preferred. Community college experience preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach classes within the Texas Department of Criminal Justice prison units.
- May be assigned to teach distance learning classes via ITV or Internet.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson and/or associate vice president of academic education as early as possible of an inability to meet a class.
- Schedule, post, and keep office hours as required by College policy.
- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the division chairperson, associate vice president of academic affairs, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 4/16/04

Revised: 04/4/12

JD347